



THE  
**little blue door**  
DEVELOPING *little* MINDS

# Policies & Procedures

HEALTH, SAFETY & WELFARE

January 2020





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# Our Philosophy

Everything we do at The Little Blue Door is based on understanding, trust and respect and set upon the foundations of our core values. This dictates how we treat each child, parent/carer and team member, regardless of their position or personal background. We seek to embrace the diversity that we are blessed with in our wider community.

Communication and openness are paramount at all times, allowing everybody access to the knowledge they need in order to achieve all they can to best serve the needs of the children in our care and the adults they work with.

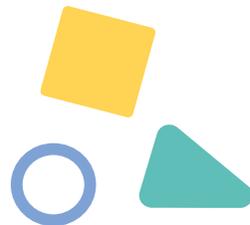
We are committed to ensuring the highest standards of Learning, Development and Welfare. Health and Safety are maintained so that a safe environment is an integral part of what we provide at The Little Blue Door.

Our aim is to ensure, as far as is reasonably practicable, that the Nursery is a safe and secure place for our children, parents, team members and visitors alike. We consider health and safety to be a priority in the delivery of our service.

We will endorse awareness of the relevant procedures to minimise the hazards and risks to all the children, parents, team members and visitors so that everyone is able to thrive in a safe and healthy environment.

To achieve our aim, we recognise the importance of competent team members, trained in matters of wellbeing and health and safety.

**Lucy Davies**  
Nursery Manager



# Confidentiality

All information in relation to the children in our care and their families will be kept in the strictest confidence, unless it raises concerns for the safety and well-being of a child, in accordance with data protection.

Information is kept in a locked filing cabinet in the office; accessible only to authorised team members. The office is kept locked when unoccupied. Information given by parents/carers of a personal nature will be noted and passed on a need to know basis. Members of the senior management team will be kept informed of parents/carers concerns or changes of circumstances; however, other members of the team will only be given information that is relevant to their work with their child.

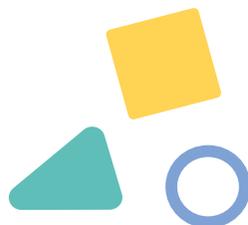
Team members are aware of the need for confidentiality and will only discuss with parents/carers matters that concern the relevant child. Any comments/comparisons by parents/carers regarding other children will be ignored and our team will remind them that they are not at liberty to discuss other people's children.

Team members are not permitted to take information about any children off-site. This includes any information about the children stored electronically.

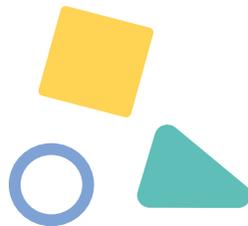
Our 'Team Hub' will be available in the Nursery for use by parents/carers and can be used if there is a need to discuss minor concerns. Where concerns need to be discussed in confidence, use of the private office will be arranged with a team member. Parents are entitled to see any details kept about their child at any time, but our team will only give feedback on a child's progress directly to their parents/carers, unless a third party is authorised to be involved.

The Nursery will gain written consent for any use of photographic or video evidence.

On initial registration with the Nursery, written permission will be collected with the 'about me' profile form.



# PART A Learning & Development



## COMMUNICATING WITH CHILDREN

It is important for all adults to recognise the importance of listening to young children before trying to communicate their own views. Many children, because of their age, ability, background or temperament may require more time, patience and understanding for the adult to recognise what they are trying to communicate.

Tips for effective communication:

**Get down to the child's eye level**

**Speak 30% and listen 70% of the time – Let's Get Talking training has been attended**

**Give the child at least 10 seconds to think and respond**

**Do not interrupt or finish their sentence, as some children give up**

## COMMUNICATING WITH PARENTS/CARERS

We believe that the child's Nursery care and home life must be complimentary. Parents/carers will be fully informed about their child's care and will be welcomed as partners. Our team will ensure that parents/carers feel comfortable about approaching them for advice, information, and support regarding their child's care at all times and we will use various ways of ensuring that parents/carers are fully informed about their child's day.

All information about the Nursery will be made accessible to any parents/carers.

The Nursery has several methods for sharing information with parents:

- **Photos and job titles of all the team concerned with the care of their children will be accessible**
- **Open door policy in person, by Email or telephone**
- **Monthly newsletters**
- **Nursery website**
- **Parents' notice board**
- **Advance warning of forthcoming events and meetings, holiday closures or any other changes to opening or closing times**

- Information about the planning of activities to be undertaken by children
- Monthly menus
- Daily journal for all children to promote two-way communication (Under 2s compulsory – Over 2s optional)
- Current Insurance and Ofsted Registration Certificates
- Parent Programme
- Termly parents evening alongside your Key Person.

Each area of children's developmental records must be updated at least weekly and are to be available to parents in each room. Photographs, samples of work, observations etc. should be used to keep parents fully informed of the care and development of their child.

Parents/carers are asked to attend Parent's Evenings every term. The purpose of these meetings are to enable parents/carers to talk in depth about their child's progress and share knowledge about their overall development.

These meetings are seen as vital and parents/carers will be supported by offering times that fit in with their working arrangements where possible.

Our team should make themselves available to speak to parents/carers when they arrive to drop off children or to pick them up. If this is inconvenient for parents/carers, or if the adults involved with the placement have any issues to discuss, a time must be arranged as soon as possible to share information.

Parents/carers should be encouraged to keep our team informed of any changes to their circumstances, which may affect the care of their child. The team should also inform parents/carers of any changes they observe in a child's behaviour or appearance, in order for this to be a two-way process.

## CURRICULUM

The Little Blue Door has a responsibility to ensure that our provision meets the learning & development requirements outlined in the revised Early Years Foundation Stage (EYFS). We aim to deliver individualised learning, development and care for every child at the Nursery.

The curriculum focuses on the child as a learner, acknowledging the importance of how they learn and what they learn. All the areas must be delivered through planned, purposeful play with a balance of adult-led and child-led activities both indoors and outdoors. The Nursery's curriculum will:

- View all children as individuals with the right to be treated with equal respect to the adults around them. This includes the right to choose when they want to interact with their peers and carers
- Provide a safe, caring, stimulating environment, with supportive adults offering a wide range of activities, experiences and materials
- Give children the opportunity to choose activities and experiences, in order to develop independence within the curriculum
- Give children the opportunity and structure to build up positive meaningful experiences and relationships with peers and adults
- Create a partnership with parents to support the development of children
- Ensure that each child has positive experiences of success at his/her own level, in order to give him/her confidence and motivation for future learning
- Provide a balanced curriculum that takes account of, and responds to, the child's developmental needs and their abilities.

## OBSERVATIONS, ASSESSMENT & PLANNING

The Team will continuously observe the children; how they play; interact and explore; respond and problem-solve. These experiences are interlinked within the EYFS Early Learning Goals.

- Get to know a child better & develop positive relationships with them and their parents/carers while sharing information that enables everyone's full participation as partners in a child's development.
- Further develop their understanding of a child's development, and plan appropriate play & learning experiences based on the children's interests and needs.
- Form a view of where each child is in their learning, where they need to go & the most effective practice to support them in getting there, identify any concerns about a child's development.



Good planning is the key to making children's learning effective, exciting, varied & progressive. Through play, in a secure but challenging environment with effective adult support, children can:

- Explore to help them make sense of their world
- Develop a positive sense of self
- Understand the need for rules
- Think creatively, imaginatively, take risks and practice new skills
- Communicate with others as they investigate or solve problems
- Every week, the team will complete a focused activity for their key children group and each child will be observed continuously using a variety of methods
- The team will complete focus activities for all key children based on interest.

Parents/carers will be offered the opportunity to participate in their child's education and development at The Little Blue Door. This will be achieved by the means of regular information, inviting them into the Nursery and suggesting activities to do at home, which are supportive of the themed activities.

## RECORD KEEPING & PROGRESS REPORTS

As well as continuous observation and assessment against the early learning goals which is available to parents/carers at all times, the Key Person will also prepare regular progress reports to share at meetings. These consist of:

- **Settling in report:** Six – eight weeks after a child starts at the Nursery, this report will focus on how the child has settled in and identify their starting points for future development and achievement
- **Next Steps:** These will be completed once a term and will consist of the child's development and achievements in this time. Once they have been shared with the parents/carers, the next steps and additional support needs will be recorded. When a child at The Little Blue Door moves into their new room, the Key Person will fill in a 'How to care for me' form for the child which will go into the child's journal. This ensures that the team,

in the child's room, knows the child's specific needs and how to care for the child so that the child can feel settled.

- **Early years foundation stage progress check at age two:** This will take place in the first Key Person report due after a child's second birthday. This report will focus on each of the three prime areas of the Early Years Foundation Stage curriculum and will also include comments on the other areas of the curriculum, identifying any areas that the Key Person and parents/carers believe the child may require additional support in
- **School leavers report/Early years foundation stage profile:** This will take the place of the child's final Key Person's report before they leave the Nursery for school and will provide an overview of every area of development plus any additional information that the Key Person and/or parent/carer may feel is required at the child's new setting
- **Learning Journeys:** These are the developmental records, which include Observations, Planning and Assessments on the children, with detailed tracking of the children's development. This links to the Early Years Foundation Stage and the age and stage of the child. These also contain all of the above in a journey through the Nursery.

All records including reports are passed on to the child's new setting when they leave via the parent/carer.

## TAPESTRY POLICY

**Statement of intent** – We use an online system called Tapestry to record and store all observations and assessments relating to each child. This is a secure system and one that enables parents and carers to access their child's learning journey at any time.

They can share it with their child, family and friends at home and also post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen the parent partnership.

**Safety and security** – Our team use tablets to take the photographs for observations, which are uploaded to the journals. Each team member has a secure login, which is password and pin protected.



The team will be allocated time at work to update journals and assess their key children's next steps.

Our team should have minimal need to work on journals at therefore only Room Leaders may access the Tapestry site using their own device. No member of the team is permitted to download any photographs of the children onto their own devices. Downloading photographs of the children onto their own devices will be viewed as gross misconduct and dealt with accordingly.

If a Room Leader does work on Tapestry at home, they should be aware of any other people around them and make sure they are not overlooked. They must logout as soon as they have stopped working.

If any member of the team suspects that their login details have been compromised in any way, they must inform the Nursery Manager and new login details will be created.

The Tapestry online Learning Journey system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by The Little Blue Door; we are registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act.

A member of the team deletes photographs stored on the tablets every 6 weeks.

**Parents** – Parents logging in to the system can only access their own child's Learning Journey. Parents may input new observations and photos and add comments to existing observations. They do not have the necessary permission to edit existing content.

Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys, and to protect images of other children that may appear in any photos contained in their child's Learning Journey. If parents withhold this consent their child is only ever photographed alone and no shared observations are made including that child.

**Parents without the Internet** – Parents without access to the Internet, we will print all the information from Tapestry and collate it into a paper Learning Journey. This will be in the setting for the parent to view at all times and will be available to take home.

**When children leave** – When children move to another setting we will transfer the Tapestry account to the new setting, if they also use Tapestry. If they do not, we will email a PDF to the parents which they can share with the new setting alongside their paper learning journal.

When a child leaves the setting to start school we will email the parents a PDF copy of their child's Learning Journey so they have a lasting record of their child's time at nursery. The child's information, and their Learning Journey will be permanently deleted from our Tapestry account so no data on that child will remain with us once they have left.

## KEY PERSON

Before starting at the Nursery, each child will be allocated a Key Person, who is a member of the team with lead responsibility for the child. It is important that the Key Person ensures that parents/carers are fully informed about their child at the beginning and end of each day. Every parent will also be allocated a key 'buddy'. The buddy will be responsible in carrying out the role of the key person (below) in absence of the key person.

The role of the Key Person is

- To be responsible for maintaining records of the children allocated to them. This includes ensuring that all the children's forms are completed before the parent/carer leaves their child for the first time while settling
- To be responsible for the planning of activities for the children in their key group, taking into consideration all the information gathered regarding the child's development and needs
- To be responsible for ensuring that the children allocated to them have their needs met; to communicate these needs to other team members who will be caring for the child and, in the case of severe allergies, to the whole team
- To be responsible for communicating with the child's parents/carers about any issues regarding the child's needs



- To be responsible for maintaining a journal consisting of the child's developmental records, art work, achievements and any photographs and reports on the child's progress during their time at The Little Blue Door
- To meet with parents/carers at regular intervals to review the development and service being provided for their child
- To be responsible for providing the main link between the Nursery and the parents/carers
- To stay with a new child whenever possible, for the duration of any settling period and first full week in the new room
- To act as a role model for all children and communicate/respond to all adults and children as they would wish the children to
- To support children transitioning from room to room.

## TRANSITIONS

At The Little Blue Door we have four classrooms; Baby Snapdragon (0-1), Johnny Jump (1-2), Rocket Larks (2-3) and Blazing Stars (3-5). Before a child joins The Little Blue Door, it is discussed in advance as to what classroom they would start in. This would typically be the classroom that fits within the age band, however is also subject to, occupancy and stage of development. When a child reaches the maximum age for their classroom, a transition to the next classroom will be arranged. This will depend on the occupancy of the classrooms as well as the child's age and stage of development. During the Spring and Summer Terms we may decide not to move children up the term after their birthday due to supporting school readiness and increased occupancy within our over 2's. We will continue to challenge the children's development in all classrooms and provide further support where necessary.

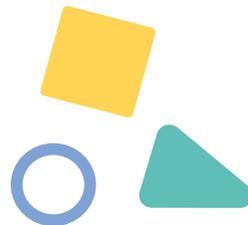
In order to provide familiarity, the children will move up with other familiar faces together the term after the child's birthday. This is discussed with the parent prior to the transition during their termly parents evening and followed up by a formal letter via email. Settling in sessions will be arranged by the Senior Management team and communicated to the Key Person. The settling in sessions would vary depending on the child, however would be a minimum of 2 to ensure they have had the opportunity to become familiar with their new environment and team. If a parent notices any unusual behaviour in their child during this time, or would like to discuss the transition process further, a meeting with their Key Person will be arranged.





# PART B

# Welfare of Young Children



## SAFEGUARDING CHILDREN

The Safeguarding of children is paramount and every adult's responsibility, it underpins everything the Nursery hopes to achieve. In every case the legal rights of the child will be our first consideration regardless of the social, ideological or cultural views of their carers.

At The Little Blue Door we have a Designated Child Protection Person (DCPP). The Nursery Manager is also responsible in overseeing any child protection concerns and works closely alongside the DCPP.

The Little Blue Door is committed to working with parents/carers in an open, honest, and trusting way, and we strive to support families at an early stage before any difficulties reach crisis level. Concerns about a child will be discussed with the parent/carer and treated with sensitivity and in confidence.

We acknowledge that the child's parents/carers provide ongoing care for the child, and we will always work in partnership for the benefit of the child, where we can.

We recognise that adults within the Nursery may be the first to become aware that there are safeguarding concerns regarding a child in their care. The whole team, including students and volunteers are given written and verbal information on child protection procedures in the Nursery policy, and the GOV. UK Department of Education's 'Keeping children safe in education' (March 2015).

The Little Blue Door team will also have regular supervision sessions with their line Manager where any concerns regarding the care of any child can be raised and/or training needs can be discussed. However, the team has a duty to raise concerns as soon as confidentiality allows.

The Designated Child Protection Person (DCPP) is responsible for overseeing safeguarding within the Nursery. This person's role is to:

- **Work closely with, and discuss any concerns with the Nursery Manager to ensure that all children are cared for in a safe and stimulating environment**
- **Attend regular enhanced safeguarding training to stay up to date with best practice and any legislative changes. They will also ensure the team are inducted in Nursery safeguarding procedure, receive training and understand how to raise a concern**



- Attend child protection conferences if the local authority announces one
- Carefully monitor the attendance and well being of any child subject to a child protection plan and inform the child protection line immediately of any further concerns
- Feedback to team on any training given or changes in guidelines or procedures
- Ensure that all team are made aware of the importance of confidentiality
- Ensure that if the Nursery allows the Internet or other media access to the children, it is age appropriate and safeguards have been taken.

## DEFINITIONS OF ABUSE

**Physical abuse** is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts. It is not accidental - children who are physically abused suffer violence such as being hit, kicked, being thrown or having objects thrown at them, poisoned, burning or scalding, slapped, drowning, suffocating. Shaking or hitting babies can cause non-accidental head injuries (NAHI).

**Emotional abuse** is the persistent emotional maltreatment or emotional neglect of a child. It is sometimes called psychological abuse and can seriously damage a child's emotional health and development.

Emotional abuse can involve deliberately trying to scare or to silence a child, humiliate a child for what they say or how they communicate and isolating or ignoring them, making them feel worthless, unloved and inadequate.

It may involve serious bullying (including cyber bullying), causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Domestic abuse** is any type of controlling, bullying, threatening or violent behaviour between people in all sorts of relationships, across all communities, faiths and cultures, committed by men, women and children. It isn't just physical violence, but includes any emotional, physical, sexual, financial or psychological abuse.

Domestic violence can seriously harm children and young people and they can be at risk of other types of abuse too. Children can experience domestic abuse or violence in lots of different ways. They may see the abuse, hear it from another room, see a parent's injuries and become distressed afterwards, be hurt by being nearby or by trying to stop the abuse.

**Neglect** is the persistent failure to meet a child's basic needs, likely to result in the serious impairment of the child's health or development. Sometimes this is because the parent/carer does not have the skills or support needed, or it is due to other problems such as mental health issues, drug and alcohol problems or poverty. They may not get the love, care and attention they need from their primary carers.

Once a child is born, neglect may involve a parent failing to provide adequate food, clothing and shelter, exclusion from home or abandonment. To protect their child from physical and emotional harm or danger, ensure adequate supervision and access to appropriate medical care or treatment.

A child who has been neglected will often suffer from other abuse as well. Neglect is dangerous and can cause serious, long-term damage, even death.

**Sexual abuse** A child is sexually abused when they are forced or enticed to take part in sexual activity. This doesn't have to be physical contact, and it can happen online. Sometimes the child won't understand that what is happening to them is abuse. They may not even understand that it is wrong.

There are two different types of child sexual abuse. These are called contact abuse and non-contact abuse. Contact abuse is where an abuser makes physical contact with a child, including penetration.

Non-contact abuse covers other acts where the abuser does not touch the child, but is involved with acts such as grooming, exploitation and persuading children to perform sexual acts 'on-line'.

**Female genital mutilation (FGM)** FGM is the partial or total removal of external female genitalia for non-medical reasons. It is also known as female circumcision. There are four types that are all illegal and have serious health risks. It is nearly always carried out on minors (between infancy and age 15).



Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse.

It is dangerous and a criminal offence. There are no medical reasons to carry out FGM.

Nursery team must be alert to the signs of child abuse and be aware of factors that may make abuse more likely, although they must not engage in stereotypical or judgemental behaviour.

The team should be observant of:

- The relationship between the child and his/her parent/carer
- The child's reaction to other people
- Any comments made by the child and/or parents/carers which cause concern. This may include any views that may be considered extremist (Prevent strategy) and may result in radicalisation of vulnerable people
- Any changes to the appearance, health, or behaviour of the child
- Injuries that immediately arouse suspicion that they are of a non-accidental nature
- Inappropriate behaviour displayed by other members of the team
- The emotional effect of an adult's language e.g. tone of voice towards a child
- Presence of mental health, drug/alcohol dependency or domestic abuse in the family setting. These are referred to as the 'toxic trio' and if any one of these factors increases, judgement must then be made on whether or not the injury fits the explanation and, if it does, is the cause within normal or acceptable limits of behaviour.

There are child protection concerns:

- If the explanation from the parent/carer is not consistent with the injury
- If the child discloses something of concern
- If there is concern for the health, safety and well being of the child
- Disclosure of abuse by a child.

If through conversation with the child you have cause to suspect abuse you should:

- **Remain calm**
- **Listen to what the child says in a comforting and sympathetic way**
- **Ensure that the child feels the least amount of responsibility as is possible**
- **It is particularly important not to make suggestions to the child about how the incident may have happened**
- **Only ask questions to clarify something they have said - do not ask leading questions**
- **Do not make assumptions about who the allegation may concern and do not attempt to investigate the concern yourself**
- **Write down exactly what the child says and how you responded. Sign and date this record. The member of the team who highlighted the cause for concern must record all the information, without opinion.**
- **Team members should never promise to keep any disclosure secret.**

Suspicion of abuse and neglect; if through other contact/observation you have cause to suspect abuse/neglect you should:

- **Bring it to the attention of the DCP, who will in turn report to the Manager**
- **Continue to undertake systematic observation of the child's behaviour**
- **Write down what concerns you have and why you are using the 'keeping children safe' form or if relevant, on The Little Blue Door Notebook**

The member of team who highlighted the cause for concern must record all information within 24 hours.

A decision must be made by the DCP, in conjunction with the Manager, about how to deal with the concerns. An Early Help Assessment (EHA) record of the decision must be made and be held in the child's file. Whilst it is necessary for the DCP to notify the Manager that there is a child protection concern, they do not have to wait for a response from the Manager to take action, particularly if there are major concerns that threaten the immediate health and well being of the child.



The childcare team must continue to care for the child in the usual way. Team members caring for the child must be made aware of the situation as far as is necessary, and must receive clear guidance from the DCPD as to what their actions should be.

Where possible the parent/carer must be provided by the DCPD with a careful explanation about our concerns, our duty to meet the needs of the child, and our responsibility to act within safeguarding of children guidelines. Another team member must accompany the DCPD during these discussions.

*The parent/carer will be clearly advised of what action will be taken, but not if the team feel that to advise the parent/carer of concerns will put the child or themselves at any risk.*

If a referral is to be made to the Designated Officer, the DCPD (or their backup) must do this. The Manager should support them in making such a referral. The Designated Officer of the child's home local authority should be contacted (details in their file).

A written record must be made of everything, including our concern/ observations, the parent/carers response (where appropriate), the contact with the child protection agency, and the action to follow. This will need to be shared with the child's designated Officer and the police.

Close team co-operation with the child protection agency is essential during this procedure plus any subsequent actions. Throughout the procedure, support should be offered to the family where appropriate, and Managers need to be aware of the support needed by team who may have initiated the process. When a child moves on to another school or a new setting, any safeguarding concerns will be shared with the team responsible.

The Little Blue Door has a duty to share any information regarding child protection with other statutory children's services and the police. All information will be kept confidential.

## MOBILE PHONES

The Little Blue Door Nursery has a strict policy regarding the use of mobile phones and cameras that has been formulated to safeguard children. This policy applies to team members and visitors to the Nursery.

We take a lot of photographs of your children at The Little Blue Door in action and these are only taken using the Nursery phone camera or Nursery iPads. This is to aid the recording of the development of the children. These are generally used in the children's online development records (tapestry), child's enrolment and registration forms, Facebook page, Instagram and website – if permitted.

When visitors enter the setting, they are asked to hand in their mobile phones so that they can be placed in a locked, secure filing cabinet in the office for the duration of their visit. For prospective parents, this is not required. However, they are informed that the Nursery is a mobile-free phone zone. There are signs placed around the nursery reminding parents of this.

Each team member will be allocated a locker, where their phones are kept throughout the day. Team members are allowed to use their own mobile phones at lunchtime and in the team hub, but not around the Nursery. Team members do not access their phones throughout the day, other than in their breaks.

Parents/carers who regularly collect their child can keep their phone and cameras with them, but they must remain out of sight and any phone calls must be taken off the premises.

## IPADS

The iPads that are used at the Nursery all have parental controls and are strictly used for taking photographs and videos to support the children's development records and for using the Sonos system to play educational and calming music where necessary.

In Blazing Stars, the iPad bar includes iPads that have parental controls and have pre-downloaded educational apps and tools to help support their development. The children have access to these throughout the day but have a 10-minute time allowance on them, these are supported through visual timers.



## CONTACT NUMBERS

Please refer to the contact details in the office by the main phone or speak to DCPD.

## DISQUALIFICATION

At The Little Blue Door Nursery we have a legal responsibility to ensure that each member of our team is suitable to work with children and is not disqualified from working in childcare.

The Little Blue Door ensures that:

- People looking after children are suitable to fulfil the requirements of their role
- Team members understand their responsibility for disclosing any convictions, cautions, court orders, reprimands or warning that may affect their suitability to work with children, these include any received before or during their employment at The Little Blue Door.
- Record information about team qualifications, identity checks and vetting processes that have been completed.
- Suitability declarations are filled in at regular supervisions to ensure that the team member has no new information that may mean they are now unsuitable to work with children. We also encourage all team members to have the DBS update service so that the DBS remains current. Team members that do not have the update service have their DBS renewed after three years and are then encouraged to sign up for the update service.
- In the event of disqualification of a team member, The Little Blue Door would not continue to employ this person.
- Report to OFSTED and DBS any changes that may affect their suitability to work with children within 14 days.
- The Little Blue Door also ensures that team members are closely supervised through regular supervisions, forms are completed for peer, Manager and supervisor observations and annual appraisals
- We have a meeting every Monday morning to give team members an overview of the week ahead.

## IN THE EVENT OF BECOMING AWARE OF A DISQUALIFICATION

When the Little Blue Door becomes aware of relevant information that may lead to the disqualification of a team member, we will take appropriate action to ensure the safety of the children and will not continue to employ that employee. The relevant information will be passed on to DBS and OFSTED. These include:

- Details of any order, determination, conviction, or other ground for disqualification from the registration under the regulations made under section 75 of The Childcare Act 2006
- The date of the order, determination or conviction, or date when the other ground for disqualification arose
- The body or court that made the order, determination or conviction and the sentence (if any) imposed
- A certified copy of the relevant order (in relation to an order or conviction).

If a person discloses that they themselves or a partner has become disqualified, then the following procedure must be followed:

- The team member is to be suspended whilst an investigation is carried out and this will be reported to OFSTED within 14 days
- The team member must apply for a waiver to OFSTED to allow them to continue to work with children
- If the waiver is granted, The Little Blue Door will then make a decision as to whether or not they wish to continue to employ the person
- If the waiver is not granted, the Nursery Manager / Deputy Manager will invite the team member to a disciplinary meeting

## REASONS FOR DISQUALIFICATION

There are many reasons why a person may be disqualified from working with children according to The Childcare Act 2006. These are grouped under the following general headings:

- Convictions or cautions for an offence against a child
- Convictions or cautions for certain violent or sexual offences against an adult



- Being on the Protection of Children Act (POCA) list
- Being made subject of a disqualifying order
- Grounds relating to the care of children
- Having a registration refused or cancelled
- Offences include those committed overseas that, had the offence been committed in the UK, they would have been disqualified from registration, regardless to how the offence is viewed by law in the other country.
- If a team member is living in a household with someone who is disqualified, they are to be 'disqualified by association' from working with children. This applies to all household members. A team member is not guilty of an offence if they do not know that a person they are living with is disqualified.

It is an offence under section 76 of the Childcare Act 2006 to employ, in connection with Early Years, anyone who is disqualified from working with children.

## TEAM SUITABILITY

Team members are continually checked for their suitability to work with children. At every supervision, team members are asked to sign a declaration to confirm that nothing has changed regarding their suitability to work with children since their last DBS check. Failure to declare information regarding this may lead to a disciplinary hearing or instant dismissal.

## APPLYING FOR A WAIVER

People who are disqualified from working with children (through an offence committed by themselves or because someone they live with is disqualified) may sometimes still be able to work with children by applying to OFSTED for a waiver. The application must be made by the disqualified person and not by the Nursery.

The Little Blue Door will consider the waiver application on its own merits and it may be granted with limitations. For example, a waiver may apply to one particular type of employment or to particular premises.

In some cases, the law does not allow OFSTED to consider granting consent to waive the disqualification in relation to childcare if a person:

- Is included on the list held by the Disclosure and Barring Service
- Has been found to have committed an offence against a child within the meaning of Section 26 of the criminal justice and Courts Services Act 2000 and the court has ordered that she or he is disqualified from working with children.

## WHISTLE BLOWING POLICY

If an allegation is made against a member of team, student or volunteer, it is the Nursery Manager's role to inform Ofsted within 14 days. The Manager will then conduct a fact-finding exercise. Whilst fact-finding takes place, the member of the team accused will be suspended until a report has been concluded.

Confidentiality will be maintained at all times and the team, parents/carers will not be told why the member of team has been suspended. If allegations are found to be true this will result in instant dismissal, and the police will be informed. If the allegation is made against the Manager, the child protection team must be contacted immediately on the number below. Do not approach the Manager.

It is the DCP's responsibility to report any individual to the Disclosure and Barring Service if they (or anyone they live with) are found unsuitable to be working with children for any reason.

If an allegation is made against any Nursery member, the Manager must be informed immediately and will deal with the allegation in the same way as above. Contact Numbers:

- Police Child Protection Team:
- OFSTED: 0300 123 1231
- LADO



## EARLY HELP/HOLISTIX

Children's safety is of paramount importance at The Little Blue Door, we want all of our families to feel welcome and supported at all times.

Early help is provided to support vulnerable families who sit on level 2/3 in the continuum of needs. This is an early intervention and could help/stop families falling into level 4 social care. Families who fall into this category could struggle with the following:

- **Finances**
- **Children who have behavioural difficulties/SEN**
- **Single parent**
- **Mental health issues**
- **Attendance to school/Nursery**

Early Help provides lots of support and knowing the support that is right for the families depends on the families' needs. Some might not always be as open and honest as we would like them to be and sometimes they might find it hard to share additional information with the Nursery and other agencies that could be involved in supporting them.

Many professionals use Holistix across the county and the tool is used to identify the family who are known to other professionals i.e. the family have an outreach worker or they are already known to social care. This tool is the start in helping to support vulnerable families.

Once you have checked the child's family details, this will then determine what the next course of action is. If the child is known to other professionals and already has an early help plan open, you can request to see the case files and talk to the lead practitioner who is running the case. You will then be involved in the process of supporting this family with multiple agencies.

If other professionals are not aware of the child/family, you will then be the lead professional for the family case. Holistix will require you to gain verbal consent from the family. Once you have gained this consent, as much detail as possible is required about the family.

FSN is a meeting that you are required to attend at the beginning of a case (unless the child is already known by other agencies) and at the meeting you have time to put forward the family's case and why you think they need support. The chair of the meeting will discuss with other healthcare professionals and a decision will be made at the end of the meeting as to what happens next with the family. As the lead practitioner you will be required to update Holistix on a regular basis and inform any professionals of any changes or updates. You will also need to have regular meetings with the family to ensure they are reaching their set targets and to check in with how well the strategies are working. These meetings will continue to take place until the case is closed or another professional takes over i.e. child has gone to school or the family have failed to comply with what is required from them which would take them to level 4 of social care.

## CHILDREN'S ATTIRE

Parents/carers should be advised that children need suitable clothes and footwear to attend the Nursery, and they should be asked to label their child's clothing. Clothing should include, when necessary, a scarf, gloves, a hat & wellies.

They should be aware that The Little Blue Door team encourages the children to explore the resources on offer and that this may end up with clothing getting messy and parents are required to provide a spare outfit in a bag in case the children do need a change of clothes. The Little Blue Door does not permit clothing to be brought in plastic bags as it is a health and safety risk to the children. In Blazing Stars the children are required to wear The Little Blue Door uniform that consists of a logoed jumper and polo shirt. Both these items are purchased through our local supplier on their website. Parents/carers will be expected to provide their child / children with either grey trousers / shorts / skirt or blue summer dress. Summer dresses can be worn in the summer months up to October half term. Slippers are optional for the over 2s for indoor use.

The Little Blue Door discourages parents/carers from allowing their children to wear jewellery during the day for their own and other's safety. Any jewellery or accessories being worn for religious or cultural reasons may be allowed, but need to be covered in tape. Parents/carers must be aware that they must take full responsibility for loss, damage or accidents involving jewellery.



Team must ensure that children are encouraged to wear aprons during messy play activities. If a child refuses to wear an apron and clothing becomes damaged, parents should be advised of what has occurred.

The Little Blue Door does not permit teething bracelets/necklaces to be worn at Nursery, due to the risk of them breaking and having small parts. This comes from the guidance provided by West Sussex County Council.

## SUNCARE

We will, whenever possible, ensure that both team and children take the necessary precautions when going out in sunny conditions.

During very warm weather or during the hottest part of the day, we will keep the children inside and during planned outings we will endeavour to keep the children in the shade as much as is possible.

We request that all children have had suncream applied to them before starting their session at nursery. The Little Blue Door provides factor 50 children's sunscreen unless, at the time of registration, the parent/carer has not approved the application of sunscreen. Team members will reapply suncream throughout the day when required. Members of the The Little Blue Door team will administer all sunscreens in the presence of another member of the team.

No sunscreen will be allowed in the Nursery that may have nut content. If parents/carers do not wish the team to use sunscreen on their child they will do so at the risk of their own child's health and safety and must state this in writing. No child will be excluded from outdoor play whilst at the Nursery.

## NUTRITION & FEEDING TIME

The Little Blue Door believes that meal and snack times are a very important part of the day for children in its care. It is a time to relax, and to develop personal and social skills.

The meals are nutritionally designed to provide children with the energy for an active day in childcare. Fresh fruit and vegetables are used on a daily basis. We aim to introduce new dishes and give children experiences of food with different tastes and textures.

Menus will be planned in advance – a monthly menu will be displayed in the daycare setting for parent's information. Our monthly menu will also be available on our website. Meals will be monitored as to how the children receive them.

All food will be prepared in a safe and hygienic kitchen that meets Environmental Health requirements, and the team involved in the preparation and serving of meals will, as a minimum requirement, hold a Certificate in Food Hygiene.

Parents/Carers will need to be asked to inform the team of any allergies, cultural, moral, or religious requirements concerning meals. This should be recorded on the child's Profile Form and passed onto the Housekeeper by their key person.

## DIETARY REQUIREMENTS

Parents are requested to provide the nursery with a doctor's note for any food or medicine allergy, a note must also be provided for any other circumstances that may cause your child to have an allergic reaction. We can only offer additional dietary meals once we have received a relevant note from a medical professional. Parents must provide details of the severity of the allergy and must continue to inform us of any changes/progress to the condition in writing when they become aware. Parents are also asked to complete an allergy card that will be clearly displayed in your child's room as well as the kitchen. It is the parent's responsibility to inform your child's key person if there are any changes to your child's dietary need.

Please be aware that it may not be possible to cater for all dietary needs. Where we feel we are unable to support your child's dietary needs, we will arrange a meeting with the Nursery Manager, so we that we can work together to agree a workable solution for all. Please note that if we feel we aren't able to cater for your child's dietary needs, we may ask you to provide a well balanced lunch box; the fees will remain the same.



With prior discussion between parents/carers and The Little Blue Door team, a packed lunch maybe a suitable alternative to the Nursery menu. The Little Blue Door team would like to request that if this is the case, the parent/carer does not include:

- Crisps
- Chocolate or sweets
- Sandwiches with sweet fillings (Jam, spreads etc.)
- Cakes or biscuits
- Anything that contains nuts or nut products.

The Little Blue Door will provide children with water/milk to drink. Team members do not give children juices during the day due to the high sugar content. We are able to provide a dairy free milk alternative.

Guidance for team:

- Food products provided by parents/carers will need to be labelled and stored appropriately
- Meals are prepared in accordance with the dietary plans of all children and any foods that differ from the main meal must be clearly labelled
- All meals will be checked by the person serving them to ensure they are appropriate to the child's dietary plan. Children are not fed foods that they are not permitted to eat by their parents.
- Team must always wash their hands before handling and preparing food.
- Children will have their hands washed and have been toileted before eating if this is appropriate. Children will be encouraged to wash their own hands independently as their developmental stage allows.
- All children under 1 year of age have to have their bottles, bowls and beakers sterilized. This is the responsibility of the parents.
- Tables to be used for snack times or meals will be washed & prepared prior to the children being seated at the table. Antibacterial spray will be used prior to every meal set up, and tables will be left to dry before children sit down.
- All surfaces that come in contact with food will be wiped down with antibacterial spray before lunch is served. Colour coded cloths will be used and are washed daily. These cloths are replaced monthly.
- Older children can be encouraged to help prepare tables for meals, if appropriate. Cutlery and crockery will be of an appropriate size to encourage our children's independence
- Children eat their main meal in their classrooms, with the support of the team. At snack/tea time older children will be able to choose where they sit.
- There will always be an adult sat down at the table with the children during all meal times, this team member will role model appropriate behaviour and supervise meal times closely. Where there are less team members in our pre-school classroom classrooms, due to the ratios, there will be at least one team member sat with the children, monitoring all tables.
- The children should be encouraged to relax while eating meals, respect other children's choices and their speed of eating. Mealtimes should be a pleasant, social and learning experience
- When preparing food, make sure it is prepared appropriately to reduce the risk of choking. For example, cutting sausages lengthways and grapes in quarters.
- At least one member of the team will be sitting and talking to children at all times
- Encourage the children to say "Please and thank you", take turns, and to show concern for other members of the group at these times
- Encourage the children's independence in serving and feeding themselves, as appropriate, within their developmental progress
- Children should be encouraged by the team to try all foods, but children will be allowed to make their choices and never be forced to eat.
- Children will also be encouraged, whenever possible, to serve themselves and others
- Children should be given opportunities to experience a variety of eating methods: with fingers, cutlery, chopsticks etc.



## REST TIME

All the rooms in the Nursery have an area with soft furnishings that are quiet and restful, so the children, who wish to, may play quietly. Each child under 1 will have a cot/pillow for sleep time and each child under three will be provided with sleep mat with individual bedding if they need to sleep, and older children will be provided with an area for them to rest after lunch.

- Children will be allowed to sleep with comforters, but team will need to remain alert as to how these are used
- If a child has to be woken, this should be done gently, and the child will need to be allowed to orientate at their own pace
- Children will always be supervised while they are sleeping, and will be checked every fifteen minutes for breathing & general well being. Team supervising sleeps should find quiet activities to do in the area
- The length of time a child has slept will be recorded on the sleep sheet, and this information will be available to parents at the end of the day unless there have been unforeseen circumstances that prevent this from happening
- Infants in cots should be placed to sleep lying on their back in the 'feet to foot' position
- Room Temperature should ideally be between 18-21°C blankets added appropriate to the room temperature
- Each child should have an individual sleep mat/cot placed in a head to foot formation with the children next to them to avoid cross contamination
- No child will share a cot or bed on a single day
- Sheets and blankets should be stored with the child's cot
- The cots in the baby room are available for babies who require them
- Dropped dummies must not be put into a child's mouth, and must be sterilised before being reused

- Children are allowed to bring in comforters from home, but the Nursery cannot accept any responsibility for damage or loss of the personal belongings of the children in their care. Members of the team should encourage separation from these items, which will be at the child's pace to allow him/her to feel secure
- Children are not able to bring in toys from home, unless this forms part of their attachment bag. Any toys that are brought in by the child must be taken home by the parent.
- If the parent requires their child to be woken before they naturally wake, this will need to be discussed with your key person and will only be agreed if this doesn't become too disruptive for the child or other children still sleeping.
- Children must have hair accessories and bibs removed before sleep time.

We will support comforting a child to sleep:

- Under 2s: For 30 minutes
- Over 2s: for 20 minutes before they participate in quiet activities. This is so that the child does not become distressed or be made to sleep against their will.

## PERSONAL HYGIENE

It is important for the child's development of personal and social skills that they are introduced to good personal hygiene routines as early as possible. The Nursery has routines to support effective personal hygiene practices, including nappy changing and bathroom procedures. Independent hand washing with liquid soap before and after snacks, meals and messy activities, should start as soon as a child is able.

The Little Blue Door team should support all children who are not yet independent in washing and drying their hands. Pictures are displayed for children to observe the steps of thorough hand washing, this will also need to be modelled by the team member supporting. Support must be given as children progress through potty training and on to using the toilet. Members of the team must encourage children's independence as soon as possible, but should always be on hand to support the child in the toilet routine.



Potties must be emptied immediately after use. They must then be rinsed, sprayed with anti-bacterial spray, and dried.

Bathrooms should be checked routinely to make sure that the required equipment is available, and that the toilet area is free of water spills, unflushed toilets, etc. Each member of the team should complete this task as he/she supervises children in the toilet area.

Children will never visit the bathroom unaccompanied unless a member of the team can observe them from the main playroom, and they will be reminded to wash their hands after toileting. The team should ensure that a toilet roll, soap, towels and face cloths are in easy reach.

## NAPPY CHANGING

Nappy changing is a personal time, and the dignity of the child will be respected at all times by the team. Changing will be done according to the Nursery's procedure in a nappy changing area where both privacy for the child and supervision of the team member can be achieved away from view.

Parents/carers preferences for nappy changing products and procedures will be discussed during the child's settling period and The Little Blue Door team will ensure these preferences are respected. Parents are asked to supply nappies. If a child's own supply of these products runs out, they will be cleaned only with cotton wool and water. Gloves must be used when changing nappies and changed after every use.

All children who wear nappies or are toilet training will have a labelled area on our nappy shelf containing nappies/knickers/pants & wipes etc. Each child should have at least one full change of clothes available. There will be limited spare clothes available, so a parent may be phoned if their child runs out of spare clothes for the day. Children must be changed on a change unit or on a changing mat on the floor if necessary.

Children must never be left unattended during the nappy change. The team will ensure that, wherever possible, they are in view of a colleague. The team should talk to the child in a comforting, positive and friendly way, maintaining good eye contact with the child throughout the changing process. They must also record the nappy change on a nappy change sheet and record any observations with regard to rashes/marks etc. Parents/Carers should be informed of anything recorded.

Talcum powder must not be used at any time within the Nursery as this can cause breathing problems in children and adults.

Nappy disposal bins/units must be emptied when full, and always at the end of each day. The contents of the bin/unit should be taken immediately to the designated outside bin to await disposal.

Gloves and aprons must be worn when changing nappies and the changing mat should be sprayed and wiped with antibacterial spray after every nappy change. All team members need to make sure they wear disposable apron and gloves that should be changed when applying creams, after a soiled nappy, or supporting toilet training. If changing a wet nappy, only one glove will need to be used, two gloves will be required during every soiled nappy.

When a new team member starts at The Little Blue Door, they will be supervised when changing the first 20 nappies, before being able to do them independently. If a team member or student is still waiting for their DBS check to come through, they must not change any nappies at all.

## BLAZING STARS TOILETING

All the children have the opportunity to go to the toilet and this is incorporated in our daily routine. Throughout the day, when children ask to go to the toilet, they are always supervised in the toilet. The toilet door must always be locked and secure to ensure the safety of children. The children are independent in their toileting routine; they flush the toilet and wash their hands, with help if necessary. When supporting children, we those involved must use gloves and aprons.



## DISEASE CONTROL

The Little Blue Door aims to protect anyone using the Nursery in every possible way. In view of this, we aim to provide guidance to minimise the transfer of infectious disease as the result of interpersonal contact, and use NHS guidance with regard to exclusion periods.

We acknowledge the difficulties working parents and carers may face, but the wellbeing of individual children and those around them will be the main concern of the childcare team.

We ask parents/carers to support us in this position by not bringing their child to the Nursery if they are ill. If asked to collect their child, we expect the parent/carer, or a person agreed by them and the Manager to arrive within an hour. The Nursery will always advise parents/carers to seek medical advice if a child is unwell, but this is their choice.

If your child is ill whilst at the Nursery and has a high temperature (a temperature of 37.8 degrees or above), a team member will administer Calpol if prior consent has been given in their registration form. A team member will always inform the Nursery Manager (or Deputy Manager in the Manager's absence) when a child is given calpol. This will be recorded on the appropriate medication form and signed by both the team member and the Manager, prior to the parent collecting. Should the child's temperature not subside 30 minutes after they have had Calpol, the child will have to be collected by a parent/carer. When a child has had a temperature, team members will closely monitor the child by taking his/her temperature every 30 minutes. This will be recorded until the temperature has been recorded under 37.8 degrees. If the child later again appears unwell, the temperature should be taken again.

In the event of a child becoming ill, a member of the team will make the child comfortable and continue to monitor. If the child still appears unwell or has a high temperature again at any point of the day, the Nursery Manager will call to ask the parent to collect. The Nursery will only administer calpol once. If a child's condition is such that they require medical treatment/caring for in the home setting, the Nursery Manager will contact the parent/carer to collect them.

If the Nursery Manager is not able to get hold of either parents or the third emergency contact, they are permitted to take appropriate action which may require calling 111 for further advice. If a child becomes seriously ill, the child must be taken immediately to the Emergency Department of the hospital by ambulance and parent/carer must be informed. A team member will accompany the child to hospital, and will remain with the child until the parent/carer arrives at the hospital.

If, in an emergency, it is deemed faster to transport the child by a licensed taxi, this is permitted but the team must take into account the medical needs of the child. A private vehicle must never transport children.

In order to prevent infectious disease control, all members of the team must adhere to the following procedures in their daily work:

- **All open wounds, cuts, and abrasions must be covered with a clean dressing**
- **Disposable gloves must be worn when handling blood, vomit, wounds, urine, faeces, or any other body fluid**
- **Any body fluids must be cleared wearing gloves and aprons using disposable towels and an anti-bacterial solution. These must then be disposed of in the designated bin**
- **If body fluids splash onto a child's or member of the team's skin, it must be immediately washed off with water and anti-bacterial soap**
- **Contaminated clothing must be placed into a plastic bag, sealed, and stored safely out of the reach of children. Excess soiling may be sluiced off if necessary**
- **Clothing will be given to Parents/Carers immediately on their arrival, or will be washed so that the clothes are not left lying in childcare rooms for any length of time. In the case of severe contamination, The Little Blue Door reserves the right to dispose of the clothing.**



## PERIODS OF EXCLUSION

- **CHICKEN POX** 5 days from the last spot appearing and until spots have crusted over.
- **GERMAN MEASLES/RUBELLA AND MEASLES** Minimum of 6 days after rash appears.
- **HEAD LICE** Until treatment has commenced.
- **IMPETIGO** Until spots have crusted over.
- **MUMPS** For 5 days after the swelling first appears.
- **RINGWORM or THREADWORM** Until treatment has commenced, affected area must be covered.
- **SCARLET FEVER** For at least 48 hours once antibiotics have been started.
- **DIARRHOEA/VOMITING** If due to (or suspected) Gastro bugs (i.e., not travel sickness or allergy related), 48 hours after the last episode.
- **HIGH TEMPERATURE** Until temperature is normal (below 37.8 degrees)
- **TONSILITIS** Allowed to attend with prescribed medication,
- **CONJUNCTIVITIS** Allowed to attend if being treated with eye drops.
- **HAND, FOOT AND MOUTH** Allowed to attend once wounds have dried and scabbed over. Dependent on how well the child is in themselves.
- **SLAPPED CHEEK** Allowed to attend 48 hours from when the rash appeared, provided the child is well and has no temperature
- **THRUSH** Children can attend as long as they are well enough to do so.

This list is not exhaustive and other illnesses may be subject to exclusion periods and the Nursery will take medical advice regarding this if needed

## OUTDOOR PLAY

Weather permitting, children in the Nursery must be offered daily opportunities for outdoor play as it enhances all areas of their development and contributes to the child's overall fitness and well-being. Being active in the fresh air improves breathing, circulation, and appetite. Therefore, the teams will seek to maximise the opportunities offered to children for outdoor play.

Free-flow play indoor and outdoor adds further benefits, giving children more space and freedom to explore the world around them, letting them make decisions and assess risks while reducing the feeling of being rushed from one activity to the other.

Free flow play in the morning and afternoon allows the The Little Blue Door team to continue to observe children outdoors and the activities outdoors will be planned for the whole nursery. They will not restrict the children's play, allowing them to transport equipment/materials to other areas.

In the event of two or less members of the team being outdoors, some areas that require overall supervision may close. A risk-reduction procedure is to be carried out by a member of the team each play session to minimise any health and safety risk. Both the play quad and front play garden are not accessible from the outside.

Children's water bottles must be taken out to allow them to access drinking water during play. Parents, in order to allow their child to go out in all weathers, should provide wellies, coats and sunhats.

Guidelines for our team:

- **The team are encouraged to take children out in small groups to avoid congestion. The room register must be taken outside with the group out first and in last**
- **If children and team are out in the garden and the fire alarm goes off, please exit the Nursery garden and go to the evacuation point marked in the car park**
- **When tidying away the garden, please wash equipment by using either the tap by the office window or in your room**



- Please encourage children to use the aprons available in the water areas
- If there are children who need toileting or their nappy changed before leaving the garden, please ensure that other team members are aware. If team staffing is low, please call the Nursery Manager to assist
- The garden needs to be tidied away by 6pm every day unless the weather dictates otherwise
- Regarding setting up the garden in bad weather conditions, use your own professional judgement.

## ANTI-BULLYING

The Little Blue Door believes that bullying is the repeated action taken by one or more children with the deliberate intention of hurting a child, either physically or emotionally. Although most of the children in our care are very young and may not understand their actions, we do all we can to prevent it, by developing a Nursery ethos in which this behaviour is regarded as unacceptable.

We believe that every child has the right to expect an environment, which:

- Is safe and caring
- Provides challenges, but is non-threatening
- Encourages children to feel secure
- Values children's opinions
- Shows an awareness of children's individual needs
- Allows them to develop to their full potential.

If a bullying concern is raised, every effort will be made to establish the facts. Action will be taken to address the concerns, to ensure that there is no recurrence.

If a child is accused of bullying, they will be listened to in a suitable setting and efforts will be made to collect all the facts.

The Little Blue Door Manager / Deputy Manager will:

- Implement the anti-bullying policy and ensure that all the members of the team are aware of how to deal with incidents of bullying
- Ensure that all the team and children know that bullying is wrong and that it is unacceptable behaviour. An explanation will be given to the children as to why the behaviour is unacceptable, and why sanctions are being imposed
- Ensure that all the team receive sufficient training to be equipped to deal with any incidents of bullying
- Set a climate of mutual support and praise of success, diminishing the likelihood of bullying.
- When children feel they are important and belong to a friendly and welcoming environment, bullying is far less likely to be part of their behaviour
- Take all forms of bullying seriously and intervene to prevent incidents from taking place. All forms of bullying will be recorded
- Deal with incidents of bullying as soon as she/he becomes aware of them. Spend time talking to the child who is implementing bullying behaviour, and endeavour to help the child change their behaviour. If a child is repeatedly involved in bullying other children, the team will inform their Manager and the action plan will be reviewed
- The Manager / Deputy Manager will then invite the child's parents/carers in to discuss the situation. In more extreme cases e.g. where these initial discussions have proven ineffective, the Manager may contact external support agencies following consultation with parents/carers
- Support all children in their environment to establish a climate of trust for all. By acknowledging, supporting, rewarding and celebrating the successes of all children, we will aim to prevent incidents of bullying.



We ask Parents/Carers to:

- Contact their child's Key Person immediately if they are concerned that their child is being bullied, or suspect that their child may be the perpetrator of bullying
- Support the Nursery's anti-bullying policy and actively encourage their child to be a positive member of the group.

### LOST CHILD (on site)

Great care will be taken at all times to ensure the safety of children whilst in the Nursery. All entrances and exits will be secure at all times. Visitors will be escorted whilst on the premises.

All students and volunteers will be shown all appropriate safety measures taken to ensure security of the building and the safety of the children. The team will always be aware of the children's whereabouts at all times.

In the unlikely event of a child missing from the childcare setting:

- The Manager will investigate where and when the child was last seen and gather any further information
- Each group will remain in their room and numbers checked against the register. Each group room will be checked by the team, including all cupboards and storage spaces. The team must remain calm while doing this and continue caring for the other children.
- The Manager / Deputy Manager and any spare members of the team will search the remaining parts of the building including all outside areas and storage spaces
- In the event of the child not being found within 10 minutes, or if the circumstances appear suspicious and all other procedures have been followed, the Manager will telephone the parent/carer, inform them of the situation and the police will be called

### OUTINGS

The Little Blue Door believes that outings can broaden and expand children's day care experience. In view of this our team will plan and carry out trips on a regular basis.

Local vicinity outings - these are outings undertaken to access local community amenities e.g. shops, library, and parks. The outings will be within easy walking distance of the Nursery and will be conducted in small groups to avoid congestion of footpaths and amenities.

Special event outings - these are outings that are planned in advance and may need to rely on public or private transport. These outings may include visits to a farm, museum, theatre, or art galleries.

Advance notice will be given to parents/carers of any special event outings. A consent form specific to the outing will be issued to the parent/carer, and must be returned if a child is to attend the outing. They will be advised as to how their children will travel. Information will also be gained as to timetables of transport in both directions. Parents/carers will be invited to accompany children on these outings whenever possible, as this adds to the occasion and offers the children more support to enjoy the outing.

A risk assessment of the proposed venue and means of travel will be carried out before any outing to assess the suitability of the destination for the children to attend. Information concerning access, toilets, nappy changing areas, suitability of picnic areas, and covered areas in case of rain will be taken into account.

For all outings:

- The team with the correct ratio of children can undertake outings to the local area, when the total numbers in the group and abilities/ages of the individual children can allow this to be done safely taking into account the nature of the trip. The ratios for each age group remain the same, but will often be enhanced during main offsite trips.
- The outing must be agreed with the senior member of the team present, including where they are going and how long they expect to be out



- Before leaving on an outing, a member of the team should complete an outing form and ensure that a recent risk assessment form for that trip/ mode of transport has been completed
- Parents should have completed consent forms including consent for outings. If this is not in the child's file they will not be permitted to go on the outing
- For outings involving public transport or private vehicles, the team must advise parents prior to going out and receive a separate consent form which must be signed by the child's parents/carer
- At least two members of the team must go on each trip, one of whom must hold a current paediatric first aid certificate
- Drinking water and healthy snacks must be taken on all outings lasting longer than 1 hour
- New team members taking children out for the first time should arrange to go with another member of the team who knows the area and the safest routes
- If a parent is accompanying children on an outing, they must not be taken into account in the ratios, although they can take their own child
- Students must not be included in the Team/Child ratios. However, they can be used to help on outings under the supervision of a team member
- The team should carry wipes, the designated nursery mobile phone, a first aid kit, spare clothing/nappies, any specific medication for an individual child (e.g. an epi-pen) If an emergency occurs whilst on the outing, a team member would call the Nursery, where there is always a senior team member on the premises who has access to children's contact details should they be needed.
- Make sure the children are suitably dressed for the weather and their own comfort and that their ability to walk there and back is not over estimated
- When appropriate, the team should apply sun screen before going out and take cream and sun hats with them
- Where used, children should be secured into buggies which will be checked for faults before leaving the building
- For outings with the Over 2's children – we use a Walkodile. The children all have an individual safety harness which have high visibility strips on these. Each harness is adjusted to make sure it is secure and fitted correctly to each individual child. The children are then all secured on to the Walkodile for the outings. There is always at least one adult holding on to each walkodile and ensuring the safety of the children at all times. There is never more than 6 children to each Walkodile. All children wear a High Vis vest at all times.
- The older children should be reminded about road safety before the outing and good practice should be emphasised throughout the trip
- For outings with the Under 2's children – we use a Turtle Bus. The Turtle Bus can seat a maximum of 6 children. All children are strapped in securely and wear High Vis vests at all times. One adult is required to pull the turtle bus, which will be closely supervised by a team member behind. The Turtle Bus is not suitable for children under 6 months, so in this case a buggy will be used to transport the child.
- The trip leader must sign the outings form to confirm the details on it are correct and they must do regular headcounts whilst on the outing
- Wherever possible, two members of the team will take a child/ren to the toilet when it is not appropriate for all children to attend together. The team member responsible for a particular child should do nappy changes.
- The team will use the first aid kit to attend to any minor bumps and cuts, but should use the mobile phone to call for immediate support from the emergency services or Nursery for serious accidents
- A member of the team will accompany the child to hospital if possible, but this may not be possible if this leaves other team and children at risk
- On being alerted of any accident needing medical attention, the team at the Nursery must contact the Parents/Carers of the child with details of the accident, and where the child is being taken



- If whilst out a child is separated from the group, the trip leader must inform the Nursery immediately so they can inform the parent while the team on the trip continue to look for the child. Please see the Nursery 'Lost child policy' for more details.
- Before returning to the Nursery premises, the team must check the children's names off the record to ensure that all children are present.

The Little Blue Door will always be fully insured for any form of transport used. Before children are taken on a bus, coach, car, train, ferry or any other form of transport, a full risk assessment will be carried out and any actions needed, as a result of the assessment, will be adhered to.

Where private coaches are hired, only companies offering seat belts on all the seats will be used, and parents/carers will be asked to provide safety seats if necessary.

## LOST CHILDREN (off site)

In order to ensure the safety of children on outings, small groups of children will be allocated to a specific member of the team. This team member will be primarily responsible for the allocated children's safety and whereabouts. Regular head counts will be undertaken whilst children are on outings and safety measures used.

In the unlikely event of a child getting lost on an outing, the team should remain calm. The member of team coordinating the outing should speak to the child's allocated key person on the outing, and investigate when and where the child was last accounted for. Information should then be calmly sought from the group for any further information.

The main group, including the coordinator, should stay where they are and endeavour to maintain a calm atmosphere for the other children.

The team should quickly retrace steps and look for the missing child, using other sources of information/help if necessary (e.g. public address systems, security team).

The Little Blue Door should be informed as more information is gained e.g. child is/is not found. The trip coordinator should inform the Nursery Manager of the situation as soon as possible.

In the event of the child not being found within 10 minutes, or if the circumstances appear suspicious and all other procedures have been followed, the Nursery Manager will decide if the police should be called. The Nursery Manager will telephone the parents and inform them of the situation and the details.

## BEHAVIOUR POLICY

At The Little Blue Door, we feel it is of paramount importance that we live our values daily; our behaviour policy, therefore, reflects on our values detailing the measures we are taking to meet these at all times. We want to ensure that all our children have the most positive experiences at The Little Blue Door and enjoy every day that they are in our care. We encourage all children to behave well and to think about their actions and how these may affect others.

One of our key values is 'Doing it together' and with regards to behaviour, we want it to be a collaborative approach between home and The Little Blue Door to help children understand the boundaries in place. This also links in with our value 'Just like home'.

All children are treated equally at The Little Blue Door and every child is shown respect. In order to ensure that everyone has the best experiences at The Little Blue Door, we promote good behaviour in a positive way.

In order to achieve this we:

- Use appropriate methods to support children's good and/or antisocial behaviour, (use of praise and distraction)
- All team members will be consistent throughout the Nursery with regard to supporting behaviour. They will all encourage children to share, and to help them accomplish this, team members need to set a good example to the children; children learn from positive behaviour.



- All adults will act as positive role models to the children and will also show good manners, courtesy and kindness to others at all times.
- In the cases of serious behaviour, bullying, racial or other abuse, the unacceptability of this behaviour will be made clear immediately and parents/carers informed at the end of the Nursery session.
- Team members will not raise their voice in a threatening way and Time Out Method/Exclusion from activities will not be used.

## ENCOURAGING POSITIVE BEHAVIOUR

To ensure that we are encouraging positive behaviour, we have strategies in place to help children feel valued when they are behaving appropriately for their age and stage.

These are:

- Our values stickers are given when children are seen to be meeting one of our values, the child is told why they have gained this sticker and parents/carers will also see why the child has been given this sticker.
- In Blazing Stars, the children have a broader understanding of the behaviour expectations and therefore there is a reward process in place, This reward system allows each child having their own astronaut which starts at Planet Earth, and moves up the reward system until they land on the moon. Children get to move their astronaut for positive behaviour individual to that child and are always told why they are allowed to move the astronaut. Children never have their astronauts moved backwards on the system for negative behaviour as this will undo the positive reinforcement the child had gained earlier. When children complete this process, they are given “golden time” where the child gets to choose an activity of their choice to play with, from the Golden Activity cards. They also receive a ‘moon’ sticker to show their achievement of reaching the moon.

- Children also gain ‘Wow’ moments for their individual achievements, these are written by all team members and then displayed on our ‘Wow’ moments boards which are situated outside Johnny Jump for the Under 2’s and outside Rocket Larks for the Over 2’s. Parents are informed of their child’s achievement and directed to go and see it. After a period of time the ‘Wow’ Moment will then be put in their learning journals to help show their progress. This helps with the partnership of parents as its helps both the team and parents to celebrate these special achievements.
- Reward charts are also used to help with children’s potty training or other behavioural issues.

When children behave in unacceptable ways:

- All behavioural issues will be dealt with in respect to the individual child and will be appropriate for their age/level of maturity.
- A team member will always explain to the child what it is that they have done wrong and will encourage the child to say sorry. If a child has limited language, we encourage them to use sign language to say sorry. Children are never sent out of the room, left unattended, put in ‘time out’ or excluded from activities.
- The Little Blue Door Team as a whole, and in partnership with the children and parents/carers will tackle recurring problems to establish an understanding of the cause for this behaviour.
- Behaviour issues may arise if a child has a Special Educational Need and to support this, an IP (Individual plan) and/or one-page profile may need to be implemented.
- Physical punishment (e.g. smacking or shaking) will never be used or threatened.

### FOR THE YOUNGER CHILDREN:

Younger children may not understand that what they are doing is inappropriate behaviour. Team members will, depending on the seriousness of the behaviour, explain to the child that it is not kind or fair and promote more positive behaviour.



## BITING

Biting is a typical behaviour often seen in infants, toddlers, and 2-year olds. As children mature, gain self-control, and develop problem-solving skills, they usually outgrow this behaviour. While not uncommon, biting can be an upsetting and potentially harmful behaviour. At The Little Blue Door, when a biting incident occurs we will discourage it from the very first episode.

Reasons a child may bite;

- Relieve pain from teething
- Be exploring cause and effect (What happens when I bite?)
- Experience the sensation of biting
- Satisfy a need for oral-motor stimulation
- To gain attention
- Communicate needs and desires, such as hunger or fatigue
- Communicate or express different feelings (such as frustration, anger, confusion etc) – this is most common in non verbal children

In regards to biting, if it is recurrent we will try to find out the underlying cause behind it. We can do this by using the STAR observation form to see if there are any triggers to the child's behaviour. Parents will always be informed if their child has hurt or bitten another child at the end of the session. Parents and The Little Blue Door team will work in partnership to help with this. If a child has bitten or hurt another child, a team member will explain that this isn't a kind thing to do and when possible will encourage the child to say/sign sorry. On no occasion would we ever exclude a child for biting, instead we would work closely with the family to support the child.

## BRITISH VALUES

Through our promotion of positive behaviour and this policy, we instil The British Values into everything we do to help children to behave appropriately.

These values are:

- **MUTUAL RESPECT AND TOLERANCE** – treat each other as you want to be treated.

As a Nursery we help children to learn about managing their feelings and talking about these. We have an ethos that focuses on inclusiveness. We value all faiths, views, cultures and races. We encourage the children to share and discuss their own personal cultures, values and celebrations and for them to respect each other's opinions. As a team we promote diverse attitudes, but challenge labelling through our wide range of resources and activities that promote diversity and reduce the labelling of gender, race and culture.

At The Little Blue Door we also connect with the wider community by taking a weekly trip to the market for children to help make decisions and purchase fruit for the Nursery. We also have 'Mystery Guests' who come in and talk to the children either about their job, life or read a story with the children. These help to encourage the children to learn more about the wider community around them and respect other people and their views.

- **DEMOCRACY** – making decisions together, giving opportunities to develop enquiring minds in an atmosphere where questions are valued.

As a Nursery, we make sure everyone is treated equally and everyone has equal rights. This links to personal, social and emotional development, encouraging children to develop self-confidence, learn to take turns and make their own decisions. At The Little Blue Door we encourage children to share their views and learn that these views are valued. We encourage children to talk about their feelings and to value each other's views and values. We include children's comments from activities in their development records for parents/carers to show how we value what the child is saying. We provide a wide range of activities which involve turn-taking, sharing and working together. We encourage children to ask questions and support their developing minds which is key to our philosophy – 'Our Why'.



- **RULE OF LAW** – understanding rules matter as cited in Personal, Social and Emotional Development; for example, collaborating with children to create rules and codes of behaviour.

As a team we ensure that children understand their own and others' behaviour and the consequences of this and we help children to learn right from wrong. We work with children to help create rules and codes of behaviour. We help to do this, by having a Nursery tidy up song, to ensure a clear understanding of when it is time for the children to begin tidying up. This is the same throughout the Nursery to ensure that the children have the continuity and understand what is expected from them. In Blazing Stars, there is a rewards process in place to help children understand what behaviour is expected and when they have met the expectations. We also use value stickers for children throughout the Nursery when they have met one of our values. This helps children to feel proud of meeting the values and to understand why they have been given these stickers.

- **INDIVIDUAL LIBERTY** – freedom for all; for example, reflecting on the children's differences and understanding that we are all free to have different opinions.

Individual Liberty is widely reflected through personal, social, emotional development and understanding the world. It aims for children to develop self-confidence, self-awareness and to understand more about people and communities. Children are encouraged to develop a positive sense of themselves. We encourage all children to develop self-knowledge, self-esteem and confidence in their own abilities. We do this by allowing children to explore and to take risks in a safe environment, with support where needed. For example, climbing on play equipment. We encourage children to talk about their own experiences and to feel proud of what they have accomplished. We provide a wide range of experiences which allow children to talk about their feelings, reflect on differences and understand that everyone is free to have different opinions and these should be respected.

## OTHER WAYS THAT WE INCORPORATE BRITISH VALUES

We incorporate the British values into all that we do at The Little Blue Door. There are various ways we ensure this:

- **CIRCLE TIME** – This gives children the opportunity to share their opinions and for other children to learn to respect what the children are saying and taking turns. We also have 4 circle time 'value visual aids'; kind hands, a thinking hat, looking eyes and listening ears. These are encouraged throughout circle time alongside the visual cues.
- **ROLLING SNACK-TIME** – The children have a snack area set up for 45 minutes in the morning for the children to help themselves to snacks when they are ready. This gives the children independence, as they also cut their own fruit with safe knives and learn to share and take turns. The level of independence increases throughout the classrooms, for example in Blazing Stars a 'snack helper' is chosen who supports the children in choosing their snack and pouring their drinks.
- **FEELINGS BOX** – We have a feelings box that includes different resources which can help children talk about and discuss their feelings; for example, a red material if a child is feeling angry. It gives children the opportunity to talk about why they feel that way and lets others respect why children may feel a certain way.



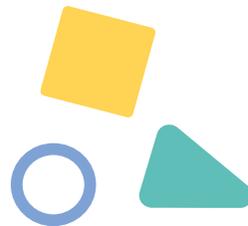
# PART C Parents/Carers

## ADMISSIONS

Upon initial enquiry, all parents will be invited to a viewing of The Little Blue Door. During the viewing the parents will gain an insight in to the nursery and find out further information. If the parent would then like to join The Little Blue Door, they are to formally put this in to writing to [knockknock@littlebluedoor.co.uk](mailto:knockknock@littlebluedoor.co.uk) alongside with their child's DOB, sessions required and start date. The Nursery Manager will respond informing the parent of the current availability. If a space is available, the parent will be asked to complete a secure, and password protected online registration form. A registration fee of £50 is required to secure their child's space alongside a completed registration form. Our terms and conditions are clearly outlined in our registration form, and by completion of our registration form, parents agree to all terms that are in place. If a space is not currently available, parents are still welcome to complete our online registration form and will be placed on our waiting list. A registration fee of £50 is still applicable and there is no guarantee that the space will become available. Spaces are allocated depending on the availability of each room, taking in to consideration when the child will transition in to their next classroom.

Around one month prior to your child starting at The Little Blue Door, the Nursery Manager will be in touch to arrange 2 settling in sessions. Upon these settling in sessions, parents are required to bring in their child's red book, and all immunisations need to be up to date prior to their child starting.

A clear booking arrangement will be agreed with the Nursery before the child starts, including the child's required sessions and start date. If parents/carers need to make any changes to their arranged booking arrangement, this will need to be discussed with at least 1 month's notice. Please note that a child's start date cannot be moved back anymore than 2 weeks prior to it's originally date, this needs to be discussed with the Nursery Manager a month in advance - the nursery have the right to refuse this if this does not work around the needs of the nursery.



## REGISTRATION AND INSPECTION

The Little Blue Door is registered with Ofsted. The Little Blue Door endeavours to meet and, where possible, exceed the requirements laid down by the revised Early Years Foundation Stage statutory framework (2012) and any annexes produced by Ofsted or the Department of Education.

The Little Blue Door will cooperate with Ofsted inspectors and abide by any conditions set as a requirement of registration. We will ensure that the team recruited have the necessary required clearances and comply with any requirements, recommendations or actions resulting from Ofsted Inspections.

## SETTLING CHILDREN

It is important that our team builds up good relationships with the child and parents/carers; the Nursery's procedures are designed to support this. To help them and their parents/carers settle into Nursery life, children will be offered 2 visits to the day care setting before their start date.

The purpose of the visits is to enable the child and parent/carer to familiarise themselves with the setting, team, and other children. All visits will be planned accordingly to meet the needs of the child and parents/carers, and if more visits are needed to complete this stage then this will be accommodated.

## ATTACHMENT POLICY

Implementing a Key Person approach, that fully meets the requirements of the Early Years Foundation Stage, is of great significance to developing quality practice in our Nursery.

Its effective development can transform the experience for the child and their family. It will have a significant impact on the child's emotional well-being and enable them to access the learning experiences positively and independently.

In the Early Years Foundation Stage guidance the Key Person is defined as: **'The named member of staff, with whom the child has more contact with, than other adults. This adult shows a special interest in the child through close personal interaction day to day. The Key Person can help the child to deal with separation anxiety.'**

Central to this approach is to understand attachment and the theory that underpins a child's emotional development.

It is widely agreed among psychoanalysts that a bond between an infant and an adult who is special to them is central to a child's well-being. This is known as Attachment Theory. Early research (John Bowlby, 1950's) coupled with more recent research, recognises the significance of making secure attachments in infancy.

Building a 'secure base' is key to making healthy attachments from which young children will thrive and learn to build special bonds with their Key Person from whom they will gain the confidence to explore their environment, other children and other adults.

When a parent or carer leaves, it is inevitable that some children, at some stage, may need more time and support to deal with separation anxiety. Helping young children to manage separation from a 'special person' whilst becoming familiar with a new environment is always sensitively handled as it provides the platform for the children learning about themselves and understanding more about their own feelings and reactions. It will ultimately impact on how settled and enabled to learn they will ultimately become.

It is important that we all give positive messages to the child who know that, whilst we are out of sight from them, we are still thinking about them.



Below are some practical and fun suggestions for helping to prepare your child for separation, which can be discussed with their Key Person for sharing with the Nursery.

- A small 'attachment bag' with two or three (not valuable) items from home, such as a familiar scarf; book; photograph
- A heart shape cut in half - one piece for you and one for your child - which join together when you reunite
- An old set of keys given for the child to keep until your return

## ARRIVAL AND DEPARTURE OF CHILDREN

Parents/carers and their children will be given a warm welcome into the setting, and will be encouraged to fully settle their child before leaving them. Parents/carers will be encouraged by the team to pass on and receive any information regarding their child.

Team will need to take into account the need to 'meet and greet' children and their parents in the mornings, and to pass on information when children are collected. Team must sign and record the time the children arrive and depart from the setting on a daily basis as soon as they arrive/depart.

This record will be used in case of evacuation so must be consistent with the number of children present at all times.

Children can only leave the Nursery with an authorised collector (recorded by the parent/carer in the child's file).

**Under no circumstances will a child be allowed to leave the Nursery service with a person who is not an authorised collector.**

If someone other than the authorised collector is required to pick up the child, then the parent/carer must ask them to bring photographic identification (driving licence, I.D badge, passport), and give prior approval in writing, including:

- Date and time of collection
- Name of collector and their relationship to the child.

A photograph of the new person if this is possible. At the time of collection the new person will be met by a team member, who will:

- Check the information which has been received from the parent/carer
- Check the new collector's identification (against photograph if provided)
- Confirm any agreed password with the collector
- Take into account the child's reaction to the collector.

Only when the team member is satisfied that all checks have been completed will the child be allowed to leave with the new collector. Team will assess the child's response to this person, and if the child is distressed.

Only in extreme circumstances will the Manager be able to authorise collection with verbal consent. No persons under the age of 16 will be allowed to collect a child from the Nursery.

Members of the Nursery team are not authorised to collect children from the Nursery unless they are doing so with the permission from the child's parent/guardian and are doing so as a member of a "babysitting" agency.

## NON-COLLECTION OF CHILDREN

Parents/carers will be made aware of the hours of opening provided by the daycare facility, at the time of their child's introduction to the service.

It is acknowledged that emergency situations occasionally arise when a parent/carer may be a few minutes late in collecting their child and the team will use their discretion. However, in the case of late collection of children, parents will be given one warning and then charged at the rate of £5 per 5 minutes after the Nursery closes.

In the event of repeated late collection of children the Nursery reserves the right to terminate Nursery placements following appropriate consultation with the client.

We have a duty to protect children. As part of this duty we will make every effort to contact persons authorised to collect children as stated on the child's profile form.



In the event that we have not received any information from parents or authorised collectors at closing time, the following procedure is to be followed:

- Two DBS cleared members of team must stay with the child. One of the adults should be a senior member of the Nursery team
- Make the child comfortable with a favourite game or toy, and allocate one of the two workers to stay with the child
- The other adult should try all emergency contact numbers listed for the child to try to get an authorised adult to collect the child
- If after 30 minutes no contact has been made with a parent or carer, the team should make contact with the Nursery Manager to inform her of the situation and a 'Keeping children safe' form must be completed
- If the problem is repeated then the parent will be invited in to the Nursery to complete a further 'Keeping children safe' form with the DCPD so an assessment can be made and a solution found
- In the event that all possibilities have been exhausted after one hour, and you are still unable to get an authorised adult to collect the child, the duty Social Worker at the local authority's social services department must be contacted. The following information that can be found in their personal file in the office will be required: Your name, position, establishment, telephone number and the reason for phoning. The child's name, date of birth, address, and contact phone numbers
- The parents/carers names, addresses and phone numbers of all carers (both home and work). What you have done to try to get the child collected and any other relevant information
- The child must be cared for in a sensitive manner at all times, and all physical and emotional needs met, e.g. food, drink and comfort.

If the local Duty Officer of the Social Services Department collects the child:

- Check their identity before allowing them to enter the establishment
- Once identity is established, give them as much information as possible
- Make up a bag of the child's own things and familiar items for them to take with them

- If the child is collected by the parent, listen to what the parent has to say, and do not judge. Allow the parent/carer and child to leave without confrontation
- Under no circumstances are team to take the child to their own homes, to any other place, or release the child into the care of an unauthorized person, unless written instruction has been given by the local Social Services Department
- The following day the Nursery Manager should review the incident with the team concerned. The Little Blue Door Manager should arrange a meeting with the parents/carers to try to stop a reoccurrence of the incident. The child's record should be checked and updated regularly
- The Little Blue Door Manager must report the incident to Ofsted the following day, if the child has been collected by Social Services.

If any team present feel that a child's safety may be compromised due to the parent/carer not being in a fit state to collect their child (e.g. they are intoxicated), then the Nursery Manager may (after helping them to find an alternative collector) refuse to release the child to them.

In the event of this happening and they feel the child is at risk of significant harm they must contact the child protection advice line (or out of hours team after 17.00).

Regardless of the outcome a Multi-Agency Safeguarding Hub (MASH) referral must be completed and if the problem is repeated then the parent will be invited in to the Nursery to complete a further MASH form with the DCPD so an assessment can be made and a solution found.

In order to ensure that the Nursery continues to safeguard the children in its care, as well as regular training, updating policy as required (annually unless dictated by a change in governmental guidance), and discussion in team meetings, the DCPD will undertake annual safeguarding audits.

These will take into account procedure (including any lapses in this), any issues that required completion of records of concern, a MASH or further referral, and will be given to the Nursery Manager in order that they are aware and can take appropriate action.



## MEDICATION

Medicines and antibiotics will only be given to a child when the medication has been prescribed by their G.P. or pharmacist.

Parents/carers must give signed permission for the team to administer medicine to their child on a daily basis, as required. A parent/carer should fill in a medication form with the team member present to ensure that they have the necessary information

When a parent/carer requests that medication should be given to their child, the team should find out:

- **Why the child needs the medication**
- **How and when the medication should be administered**
- **What dosage should be administered**
- **The team should check that all the prescribed medication is within 'shelf life' date.**

We will only administer medication if parents/carers have given the first dose at home and are aware of any side effects from this.

Medication must be given with two team members in attendance and recorded on the appropriate medicine form. If a parent administers medication in the Nursery setting, this must be witnessed and recorded by a member of the team.

Both team members must check the details on the medication form, against the medication being given, and both will sign the form after the medication has been administered. This is to ensure that the correct dosage is given at the correct time to the correct child.

All medicines will be stored according to labelled instructions and will be kept securely out of the children's reach. Medication that is to be used on a 'when needed' basis (e.g. inhalers, piriton) will have a health plan form that parents will fill out and this will be signed by the team & parents when it has been administered.

It is the responsibility of the parent/carer to ensure that their child's medication is up to date and an up to date care plan (from a medical professional that has been signed by the Early Years Manager) is in place. However, the Health and Safety Coordinator has a duty to check this medication on a regular basis to ensure it is safe for use.

Training must be sought for any medication that needs specific application (i.e. epi-pen, rectal diazepam) before the setting agrees to administer. No team member will be put in a position of having to administer a medication without the adequate training, and a child may be refused admission if the correct medication has not been supplied by the parent/carer.

Parents/carers must sign the form when they collect their child from the day care service. This will confirm that they know that the medication has been administered. Non-prescribed 'external medication' is permitted for use when required, (e.g. creams, eye drops, nasal sprays) but the team will still ask for parents/carers to document these.

Calpol will be kept on site for emergencies, in case a child's temperature exceeds 37.8 °c. Permission for this must be given by the parent/carer upon induction.

Children who have been given such medication at home will be admitted, but will be sent home at the first sign of a return of any symptoms.

## ALLERGIES

Allergies to certain foods can be particularly acute. If a child suffers from a food allergy, a full health care plan will be completed on an individual basis between the key person and parent/carer. A parent/carer will be asked for a letter/note that specifies the child's allergy/dietary requirement which has been signed by a medical professional. If the parent/carer is unable to provide a doctors note clearly stating the allergy, then we will be unable to provide a meal for them. In the case that allergy is too severe, and we feel the environment is not appropriate to cater for the dietary required requested, we may ask parents/carers to provide a meal for them. In this case, we will arrange a meeting with the parent to discuss what they will need to provide as an alternative.



If a child has an allergy or dietary requirement, a team member from the room is required to write this clearly on the whiteboard in the kitchen to make the housekeeper aware. Their food will have clear 'allergy stickers' displayed on their plate/bowl which highlights that there is an allergy or specific dietary requirement for a child present in the room.

The Key person will then:

- Make sure all the team know which children suffer from an allergy, and to which food
- Make sure all the team is made aware of the potential hazards from the use of severe allergens such as nuts and nut products in training sessions and notices
- Pass information about those children suffering severe allergic reactions to the Housekeeper and those who supervise children during mealtimes
- Clearly label any foods that may be an allergen to a child in that room
- Be aware of accidentally transferring food from one dish to another while serving
- Obtain information from the housekeeper as to whether ingredients or flavourings used in their products contain allergens
- Be responsible for ensuring the child is fed the correct food, although the final responsibility is with the person feeding the child (this should be the key person when at all possible)
- The Key person will be responsible for asking the parent/carer to complete an allergy form and should be displayed in the classroom and in the kitchen.

**Please be aware that due to the allergies to nuts being common and the results severe, the Nursery is a strict nut free zone and children will never be given nuts or nut products. Parents/carers are asked to respect this and ensure they do not bring/allow their children to come into Nursery with anything that may contain nuts.**

## FEEDING BABIES/WEANING

- All babies have individual feeding schedules. The pattern established at home will be adopted within the Nursery. The Nursery supports all mothers who wish to continue breast-feeding their babies and if they require private facilities to do so, they can speak to the Nursery Manager, who will try and accommodate this. During the weaning period our team will work closely with parents/carers, to ensure that the weaning process meets the needs of the child
- Babies should be given new foods at home before they are given to The Little Blue Door in case of any allergic reactions. Please discuss your child's diet with their key person or senior member of the team in the room and keep them up to date regularly. The Nursery does not recommend "baby led weaning", however if a parent/carer chooses to follow this practice, they do so at their own risk
- Where the Nursery provides food, it will be freshly cooked, and will be prepared in a blender or processor. The Nursery will not provide commercially prepared foods. Parents/carers may provide commercially prepared foods if it is their wish to do so
- Bottle-feeding babies must be supervised at all times when they are feeding.

## CELEBRATIONS

The Little Blue Door welcomes and actively promotes the celebration of events special to the children including their birthdays and religious/cultural festivals.

If parents/carers would like to cook with their children at home and bring in food, they are welcome to, but are asked to find out about any allergies or reactions the children may have (no child will be named in particular). Please note that we may not always be able to provide all the children with home bought/made foods, depending on our current menu on the day, and parent requests.



## COMPLAINTS

If a parent/carer is concerned about any aspect of Nursery care, they should first speak to their child's Key Person or the Room Leader of their child's room. The team must inform the management if any informal complaint is made, decide who will look into the complaint and then choose to set up an inquiry or not.

If not satisfied with their response or they are unable to help, they should then contact the Nursery Manager in person, by telephone or in writing. If they wish to make the complaint formal, a Record of Complaint will be completed, this will detail how their concern is/will be dealt with and the outcomes of any investigation.

The parent/carer will be notified of the outcome in writing within 7 working days. Any person, who makes a comment that they do not wish to be recorded on a complaints form will be treated seriously and appropriately investigated with a response given as soon as possible.

If you are not satisfied with this response, parents/carers should then contact Ofsted, in writing, who will deal with the complaint as quickly as possible.

You can contact Ofsted on [enquiries@ofsted.co.uk](mailto:enquiries@ofsted.co.uk)

## COMPLIMENTS

The Little Blue Door will ensure that all of the day care services we offer are of the highest standard. We would like to encourage parents/carers to let us know if they have been particularly happy with any aspect of the service we provide, and an annual questionnaire is produced in order to ask opinions of the service provided.

Parents/carers can pass on their compliments at any other time verbally or in writing to their key person, room senior, or the Nursery Manager.

Any compliments received will be passed on to the team involved in recognition of the contribution they have made to The Little Blue Door. They will be very much appreciated and will boost the team's morale, confidence and performance. If a gift is received, it will be used for the benefit of the whole setting, but please ensure any foodstuff does not contain any nut products.

We will also welcome any comments in our 'tell us what you think' journal located in Main Reception. There is also a 'Parent Suggestion' box for parents to provide any suggestions they may have to improve the provision or practice at The Little Blue Door.





# PART D

# The Nursery Environment

## SAFETY OF PREMISES

The Little Blue Door provides a physical environment that encourages positive growth and development for children through the opportunities to explore and learn. We will take steps to ensure that each environment is safe and will support our childcare team in their work with children.

Safe working practice notices are present in each room and ensure that the premises present no issues in terms of health and safety. The risk assessments will be reviewed by the health and safety officer on a regular basis and any necessary steps will be put in place to address issues as they arise.

All members of the team are responsible for ensuring that the play environment is safe for children at all times, according to the safe working practices. Any problems must be reported to the Nursery's health and safety coordinator or Manager / Deputy Manager as soon as possible.

It is the responsibility of the designated senior member of the team at the end of each day to ensure that the Nursery is correctly secured and the intruder alarm is set.

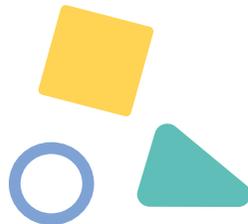
All outings are risk assessed as well as any specific activities that the Nursery Manager considers necessary.

## ENVIRONMENT

The Little Blue Door is committed to the protection of the environment, and to the creation of environmentally friendly work practices in all of our workplace settings. We recognise and encourage the contribution every employee can make towards improving environmental performance within our services.

Wherever possible:

- **Aerosols will be avoided, but if unavoidable will be free of CFCs and will be disposed of by an approved environmentally friendly route**
- **Plastics will be used which are environmentally sound, and efforts will be made to limit the use of plastics in general terms**
- **Natural and recyclable materials will be used in activities**



- Refrigeration equipment that is newly purchased will be environmentally sound and old equipment will be disposed of in an appropriate way
- Lights and heating will be used in a way that limits the use of energy resources
- The Little Blue Door will discuss environmental issues with the children and encourage them to assist in recycling and composting activities.

The children will be encouraged by team to value and protect the world around them, and to develop interest in the living world through activities involving nature and the animal world. For the health and safety of the children in our care, and that of our team, the Nursery environment is a no- smoking environment.

## BUILDING & WINDOWS SAFETY

The Little Blue Door has no low-level windows that are within the reach of children. All windows within our setting are double glazed to reduce the risk of breakage. Windows are protected from accidental breakage or vandalism from people outside the building.

The windows on the top floor are secured, so there is no danger of children climbing through them. All ground floor windows are out of the children's reach and have safety catches fitted to limit how far they open. This is to prevent people coming in or out of these windows.

We take precautions to prevent children's fingers from being trapped in doors; doors also have slow closing hinges to allow any member of the team time to ensure that children are not in the door way.

Children do not have unsupervised access to the kitchen area; they are discouraged from entering unless it is for a specific activity. All surfaces are clean and non-porous. Cleaning materials and other dangerous materials are stored in a locked cupboard. When children take part in cooking activities, they:

- Are supervised at all times
- Are kept away from hot surfaces and hot water
- Do not have unsupervised access to electrical equipment.

## GARDEN & MAINTENANCE

A competent contractor must complete all maintenance works with records kept of all the works completed. All contractors must be signed in and supervised by a member of the team at all times when on site, with the area of work away from children.

## SAFETY OF EQUIPMENT

Age appropriate toys and equipment are provided for all the children using the Nursery and these are purchased from approved Early Years suppliers. However, we also use natural materials and equipment (wooden dolly pegs, spoons, tins) that the team will ensure are safe for use.

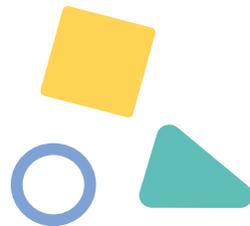
The team is expected to be aware, on a continuous basis, of the quality of the equipment they are using. Members of the team, must ensure that the toys and equipment are clean and safe for use, must check toys and equipment daily; anything that has been damaged during the course of the children's activities should be mended or discarded. A health and safety checklist will be filled out every morning after the garden has been set up to ensure it is safe and ready for use throughout the day.

New equipment should be purchased when necessary. Members of the team will advise the Manager / Deputy Manager of equipment needs as they arise. The Manager / Deputy Manager will be responsible for prioritising the purchase of equipment according to needs and funding. Donations of second-hand toys can be accepted if the equipment is in good condition. A qualified electrician will check all electrical equipment and appliances annually, and a written record is maintained of these checks having taken place.



# PART E

# The Nursery Team



## RECRUITMENT AND VETTING

The Little Blue Door follows approved policies and procedures with regard to recruitment and selection practice. The Nursery Manager will ensure this procedure is followed in all aspects of the process and oversees all recruitment within the Nursery.

All employees will have a job profile that fully identifies the roles and responsibilities of the post they hold. All prospective team members will have their identification checked, hold the relevant qualifications for the post they are employed for, be asked for two relevant references and hold a current (within the past three years) Disclosure and Barring Service (DBS) enhanced disclosure, which will be updated upon appointment. Anyone without these clearances will not be employed by the Nursery. During the interview process, no individual will be allowed unsupervised access to the children.

The recruitment process is made up of 3 stages; a formal interview carried out by the Nursery Manager. A 'stay and play' session, followed by an planned activity. These are both carried out by the Deputy Manager, alongside discussions with the Manager. The candidate is required to be successful in all 3 stages in order for an offer letter to be made. The position is also subject to 2 satisfactory references from past employers.

All employees must have an induction meeting with the Manager / Deputy on the first day of their employment. During this meeting the team member will be shown around the building and given a full induction (plus handbook), the Nursery's policies and procedures, information on evacuation procedures, health and safety and the safeguarding of children (including 'keeping children safe in education'). The probationary period lasts for three months.

The enhanced DBS clearance of each member of the team will be updated every three years and if they do not receive clearance, the team member will be suspended pending further investigation. The team is required to sign a declaration that they are not aware of anyone living in their household who has a criminal record. If they are deemed unsuitable (or are living with anyone who is deemed as such) to work with young children, they will be dismissed and the Nursery Manager will notify Ofsted to inform them of this within 5 working days.



It is the policy of the Nursery to ensure that each job applicant is selected on ability to do the job regardless of his/her sex, race, sexual orientation, ethnic origin, religion, disability, family status or age.

Every member of the team will be offered support and guidance on equal opportunities and anti-bias practice within their work setting. Through regular supervision sessions, the team will be helped to identify training needs and the resources needed.

## ACCESS TO CHILDREN

The safety and security of the children in the care the Nursery is of paramount importance. In view of this, we will take practical steps to ensure that the adults who have access to children are strictly vetted and monitored as appropriate. The Little Blue Door has a Visitors Book that must be completed by all adults visiting the building (with the exception of the Nursery team on duty and parents/carers picking up or dropping off their children. It is the greeting team's responsibility to ensure that the Visitors Book is completed, and a visitor's pass is worn in all situations.

Steps are taken to ensure that any maintenance work will be done outside the Nursery hours; however, it is acknowledged that this cannot always be achieved. In all cases, maintenance and repair personnel must sign the Visitors Book, and must be supervised by a member of the team at all times.

## PROFESSIONAL DUTY

- **The team should not hesitate to 'blow the whistle' on malpractice and all team members must realise they have a duty to the children in their care, that takes precedence over any one colleague in the Nursery**
- **Bad practice affects everyone in the setting and can affect children for life**
- **If a team member raises a concern, the Nursery gives its assurance that he/she will not suffer any form of retribution, victimisation or detriment. Any concerns will be treated seriously, and the management will act accordingly. The matter will be treated in confidence, as far as is possible, and the team member will be given feedback on any information gathering**

- **If they have a concern about the Nursery Manager or DCPD this can be raised by contacting LADO**
- **Provided that the team is acting in good faith, it does not matter if they are mistaken. The team does not have to prove anything when raising concerns and all members should take into account that the children in their care may not be able to voice concerns themselves.**

## TRAINING AND DEVELOPMENT FOR TEAM

Access to training opportunities will be allocated to all team members on a fair and equitable basis, in line with the Nursery's stance on equal opportunities. Training will be offered/undertaken based upon what is required for an individual to perform their job role and for what they may hope to achieve or may be required to achieve in the future.

It is the management team's responsibility to be aware of the training needs of individuals within each team. This is done through discussion with team members during supervision sessions.

Training and development opportunities become available from various sources, the Nursery Manager looks at the possibilities for training by approved external training organisations, and to consider effective ways of sharing the huge amount of skills and knowledge that are already present in each team group.

On returning to the Nursery after training, those members are required to fill out a training log detailing what they want to improve or implement in their practice and will also feedback to the rest of the team at the next team meeting.

Any team who are consistently late for/absent from training may not be booked on future courses, and any fines charged by the training provider will be the responsibility of the individual.

All members of the Nursery team are expected to attend core training in order for them to be fully equipped for their roles and responsibilities as team members. Core training provided by approved training organisations include:

- **Safeguarding children**
- **Paediatric first aid**
- **Level two in food safety in catering (if involved in cooking/preparing food).**



All the team will have sessions with their line Manager, formal supervision sessions are arranged on a regular basis, informal sessions should also be available when required. Supervisions are carried out to:

- Raise any concerns they have regarding the welfare & safety of the children, including those concerning their carers both at home and at Nursery
- Promote positive relationships among the team and management
- Seek clarification about their role and responsibilities
- Support the team in their role. To help them use their knowledge and skills effectively in the performance of their work
- Make sure that policies and procedures are carried out
- Address training and development needs.

The team will also have a yearly appraisal session with their line Manager. This session will provide an opportunity to review their employment over the year, and set targets for the forthcoming year.

## TEAM ATTIRE AND BELONGINGS

All team members store their personal mobile phones in their own designated locker. Team member mobile devices are strictly not allowed into the classrooms.

At all times our team will attend work dressed in a way which is comfortable, appropriate to the work environment and in keeping with the role they are employed for. Uniform tops will be provided, with team members providing their own black trousers & footwear.

The team will not dress in a manner that contravenes health, hygiene, safety or decency, and Nursery reserves the right to ask team members to change/vary their attire if inappropriate.

Team will adhere to the following when dressing for work:

- **Flat soled shoes with backs should be comfortable for the team member. In all rooms soft navy slippers (with backs) will be worn when indoors**

- No jewellery is to be worn by any member of the team with the exception of a wedding band and/or engagement ring (earrings, or any other piercings, will need to be removed or covered securely with tape)
- Potentially offensive body art should be covered
- No underwear on show at any time
- No nail varnish or acrylic/long nails are permitted
- Only black socks are permitted

## CONDUCT

The Little Blue Door team will:

- Recognise the importance of punctuality & reliability for the smooth running of the Nursery, and that repeated excessive lateness will result in disciplinary action
- Always carry out duties and responsibilities to the best of their ability
- Always put the needs of children and babies in their care first
- Deal fairly and politely with parents, carers and their colleagues
- Always act with honesty and integrity
- Raise concerns/issues with involved team members only
- Be confident and competent in the implementation of the Nursery's policies and procedures
- Recognise the possible effects of their outside activities (including social networking websites) on the Nursery's reputation and not allow these to affect the Nursery in a negative manner.

## STUDENTS AND VOLUNTEERS

The Little Blue Door will support students and volunteers by offering placements in setting as long as it is demonstrated that this will not detrimentally affect the quality of childcare provision offered. Long-term students and volunteers can be used to supplement the team: e.g. child ratios. However, this decision needs to be made by the Nursery Manager on a case-by-case basis.



The Little Blue Door offers a variety of placements to students in the childcare fields and, on occasion, offers volunteers the chance to gain experience in a childcare setting. In regard to any such placement being agreed, the designated student coordinator will ensure that:

- All students must have an induction on their first day of placement undertaken by the Room Leader or Deputy Manager.
- All students (except work experience) must have notification from their college or place of study, of Disclosure and Barring Service clearance before we are able to accept them on placement
- Prior to accepting any student on placement they must have an introductory visit to the daycare setting. At this visit they will be introduced to the team who they will be working alongside and to the Manager / Deputy Manager of the service
- Students are allocated a mentor to provide guidance and support throughout their placement. It must be pointed out to the student that they must adhere to the Nursery's policies and procedures at all times
- Students are supported through supervision sessions where he/she will receive information about his/her performance. Where problems arise, a placement may be withdrawn if management feels the student is unsuitable to remain in the Nursery
- All volunteers asking to work in the Nursery must first have an informal chat with the Nursery Manager. This is to ascertain if the person is suitable to work in a childcare setting, and if the person feels that the setting can meet their needs as a volunteer
- Any volunteer must be asked to undergo the relevant screening checks.
- It must be pointed out to the volunteer that they must adhere to the Nursery's policies and procedures and have an induction
- All voluntary work in the daycare setting will be supervised by the senior in their room and the Manager, and will be reviewed on a regular basis. Volunteers must not work unsupervised with children.

## DRUGS AND ALCOHOL

The Little Blue Door is committed to maintaining healthy, safe, productive conditions for its entire team. We recognise the impact that both alcohol and drugs may have upon the individual's ability to work safely and carefully. In view of this, we will provide a working environment which is free from the inappropriate use of substances where the team is able to carry out their duties in a safe and efficient manner.

Our standards are as follows:

- Consumption/being under the influence of alcohol/drugs by members of the team is unacceptable at any time during working hours;
- When drugs that have been prescribed by an employee's doctor may affect the ability to perform work, the employee should immediately discuss the problem with the Manager
- Dispensing, distributing, possessing, using, selling, or offering to buy controlled drugs at work is prohibited. Any such activity (including reasonable suspicion of it) on Nursery premises will be reported immediately to the police.

For the purposes of the policy and procedure the term drugs includes:

- Substances covered by the Misuse of Drugs Act 1971 (referred to as controlled drugs)
- Prescribed and over the counter drugs
- Solvent and any other substances

We will:

- Alert the team to the risks associated with drinking alcohol and using non-medicinal and medicinal drugs
- Encourage and assist employees, who suspect they have an alcohol or drug problem, to seek help at an early stage. (This would occur in the course of disciplinary action if it is suspected/known that the misdemeanour is related to controlled drug use).



The team must recognise that the consumption of alcohol and/or drugs will affect the children, damage the effectiveness & reputation of the Nursery as well as their own health, and could therefore be subject to disciplinary action.

If any member of the team is on medication, they must fill in a team medicine form with the Manager; all medication must be kept in the team member's locker and the Manager has the right to investigate any medications for side effects and dosage.

Any member of the team who is found to be under the influence of drugs or alcohol will be immediately escorted off the premises; authorities may be contacted where necessary.



# PART F

# Health & Safety at Work

## HEALTH & SAFETY POLICY

The Little Blue Door believes providing excellent care to children in a safe environment must be at the very heart of everything we do. The management team is committed to safety at all levels and a positive culture is encouraged.

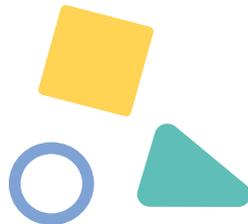
All legal responsibilities are accepted and in particular we will:

- To ensure safety, sufficient resources will be provided. Expert help will be used where the necessary skills are not available within our business The Little Blue Door
- Provide all necessary information, instruction, training and/or supervision
- Maintain the buildings' structure, equipment and welfare facilities
- Consult employees on safety matters, which relate to their role
- Investigate all accidents and complaints relating to safety, to prevent recurrence
- Maintain records to demonstrate 'due diligence' in relation to safety and hygiene.

The main responsibility for ensuring the policies in this manual are carried out effectively rests with the Management Team.

Although safety is the responsibility of everyone in the business, all team members must play their part in making our Nursery safe.

This policy will be periodically reviewed and, if necessary, amended to reflect current working practices and procedures.



## ROLES & RESPONSIBILITIES

### COMPANY STRUCTURE

**Note:** These positions indicate the roles within the business and are not an indication of necessary teaming levels.

The Management team are responsible for:

- Ensuring adequate resources are made available as required to fully implement the contents of these policies
- Assessing the effectiveness of the supervisors & team
- Ensuring safety is consistently on the agenda and is communicated effectively to teams
- The policies are reviewed as and when required
- Ensuring they and their team understand, implement and follow the contents of this policy document
- Monitoring, reviewing and improving on safety performance for area and communicating any relevant findings
- Ensuring all necessary resources are made available to team members as appropriate
- Ensuring all team members attend training as required
- Allowing all team members sufficient time to complete their duties safely
- Providing & maintaining adequate welfare facilities, i.e.; drinking water, uniform etc
- Cooperating with any external safety audit, inspection or investigation process, i.e. OFSTED
- Taking charge of complaints
- Ensuring high standards of housekeeping.

The Team members are responsible for:

- Meeting the standards specified in their training
- Attending training as requested
- Following all safety procedures, including documented checks

- Maintaining high standards of personal hygiene and reporting illnesses e.g. diarrhoea, vomiting etc. to their Manager
- Raising any relevant issues with their Manager, especially those which they cannot themselves resolve.

## RISK ASSESSMENTS

The majority of the activities that are carried out in the Nursery are generally of low risk in nature and there are no significant risks that need to be recorded. However, there are some regular Nursery activities such as play in the garden, play at water, or sand trays (slipping on water or sand, sand in eyes) or a planned trip outside the Nursery when the children could be at risk. For all these activities, we do carry out a risk assessment and record the significant findings.

However, if we are planning a trip outside the Nursery or are carrying out an activity when the child could be at risk, a risk assessment will be carried out (see appendix for blank risk assessment).

The Manager carries out risk assessments and the team will contribute to these documents, working closely with the Nursery's Health and Safety Coordinator. The risk assessments may be carried out on activities, the Nursery environment, the outside environment, manual handling and outings. They are regularly reviewed and are working documents that are displayed in each area of the Nursery. Should you have any queries or concerns, please feel free to talk to the Nursery Manager.

Risk assessments are brought to the attention of the relevant team, children's parent/carers and anyone who is involved in the activity. It is reviewed biannually. Copies of the risk assessments are available in the health and safety folder.

## FIRE SAFETY

The Little Blue Door has a clear and regularly rehearsed fire evacuation procedure that is familiar to both the team and to the children. It is clearly displayed throughout the building. The Nursery meets the requirements set by the Fire Safety Service.



All fire points are clearly labelled and adequate fire extinguishers and fire blankets are available at identified points around the premises and inspected annually by an appointed professional, however, the team are not required to fight any fire except to ensure the safety of the children in their care. The team will assist in the evacuation of the children, and they will, under any circumstances, re-enter the building once evacuated.

The following procedure must be used:

- In the event of discovering a fire, the alarm must be raised by a team member by pushing the button at one of the call points
- Upon hearing the alarm, the priority of team in the event of fire is to make sure that all the children are escorted off the premises. The team are expected to assist with this regardless of their activity at the time (including lunch breaks). The children must be calmly gathered together by the team.
- A member of the team in each room must collect the children's sign in sheet/register and bring this to the assembly point
- The children must be taken out of the building using the nearest exit, which includes doors to any outdoor play area
- The housekeeper and any other team member or visitors leave the building; assisting others where necessary. Team members who are covering in rooms must help evacuate the room they are in at the time
- Team members must escort the children to the pre-arranged assembly point where the most senior member of the team will check registers
- Children must be comforted until it is deemed safe enough to return to the building or until parents/carers arrive
- Team members will at all times follow this procedure unless directed differently by the Nursery Manager or a member of the fire service
- Any children/adults with a sensory impairment or a special need that use/work in the Nursery will have guidance for their evacuation needs written into a personal evacuation plan (PEP) and all the team will be made aware of these.

All drills will be recorded in the Fire Log Book held in the office and any issues arising must be dealt with immediately. The Little Blue Door Manager is responsible for ensuring that the daily register is kept up to date, and each room senior must ensure that children must be signed in and out by the team on their room registers.

Team members must sign in and out of the building throughout the day and visitors must be asked to sign in and out in the book at reception. These steps are designed to ensure that, in the event of an emergency, a full record is at hand of all the people in the building.

## STAIRS

The over 2's classrooms are upstairs, so we take extra precautions to ensure the children's safety and welfare. Firstly, we have stair gates at the top and the bottom of the stairs that are locked all day excluding lunch time (11.45 - 12.30pm) when the children are having lunch, as this helps team members to serve lunch. The gates are also open during free-flow into the garden, however during this time there is always a team member monitoring the stairs closely to maintain the children's safety and support where needed. We discourage children to open the stair gates; they are unlocked by team members and parents only.

Team members can go upstairs/downstairs alone with no more than 2 children; more than 2 children must always involve 2 team members, one near the top and the other at the bottom. Rocket Larks must ensure the new younger children in their room hold a team member's hand until they become more confident.

## ELECTRICAL SAFETY

All electrical items will be both annually tested by a qualified electrician and visually checked periodically by a Manager. Electrical items will also be switched off at the end of each day.

All plug sockets are situated at waist height and, when not in use the socket switched off. Trailing wires will be avoided where possible, as will extension leads.



Any lights/lamps within reach of the children will be either low heat output or child safe.

## ACCIDENTS/FIRST AID

Depending on the injury sustained, a qualified first aider will administer first aid, an ambulance requested, and the parent/carer contacted. The parent/carer, where possible, will accompany the child to hospital, together with a member of the team.

All Nursery team members are trained in paediatric first aid. The designated health & safety coordinator has responsibility to ensure that first aid kits are regularly checked and restocked after use.

First aid kits must be stored out of the reach of children, but in a place that is easily accessible to team members. Each room has a first aid kit stored under the sink in a securely locked cupboard.

Thermometers, eyewash, disposable gloves, anti-bacterial spray, and absorbent powder for body fluids should be stored alongside the First Aid kits.

The member of the team dealing with the injury must complete an accident/incident record. Reports should be written up for all children involved in the incident. The report must be shown to the parents/carers of the individual children involved on the day of the incident, and they will be asked to sign the record and given a copy.

Each child's report is confidential, and other children involved in the incident will not be mentioned on the form or discussed.

The team must inform parents/carers on the day so that they are aware of any injury that may potentially arise or deteriorate later.

The team must remember that they are subject to confidentiality and regardless of an injured child's ability to name another child involved, the team member should not confirm who else was involved.

The parent/carer will be given additional information if a head injury has occurred.

If a child's injury results in a hospital visit or further medical treatment that the Nursery is aware of, a further more detailed report should be compiled including any treatment.

If a child has to stay in hospital overnight as a result of an accident at Nursery, Ofsted must be informed within 24 hours.

Each room has a first aid kit, which can be found in the cupboard under the sink.

In the kitchen we have a cold gel compress pack and bigger cold gel packs for attending to injuries. There is also a gel compress pack kept in the fridge in Baby Snapdragon.

## MANUAL HANDLING

Safety equipment for the team to access high shelves etc. is supplied by the Nursery and it is each team member's responsibility that they:

- **Check the equipment is in good working order before use**
- **Use the equipment in the correct manner for its intended use**
- **Ask for help if they are physically unable to reach an item.**

The team are given guidance on the correct way to lift loads (including children) and are asked to use these techniques at all times.

If there is a reason as to why they cannot lift reasonable loads, it is the individual team member's duty to raise this with the Manager who will discuss with them the risks involved and agree alternative ways of working.

If required (as with Pregnancy), a risk assessment will be completed.

The team should never lift any load that they feel is excessive, and seek assistance/use equipment provided.

The team must make sure that the environment the equipment/child is being moved is safe for them and others to do so.

At no time should the team attempt to move equipment whilst holding children, only one child should be picked up at a time and two hands should be used to do this.



See Also: Manual Handling Guidelines Poster in Appendices.

## COSHH

All substances used by the Nursery team to maintain a clean and safe environment during the Nursery day are household cleaners. The safety Data Information sheets for these products are made available to all e.g. are displayed in the bathroom and kitchen areas, and all team members are required to follow the instructions for use, found on the containers.

All changes in suppliers and products will be reviewed with regard to COSHH.

Industrial strength cleaning products used by the professional cleaning team, when the Nursery is closed, are used and stored as governed by the control of Substances Hazardous to Health Regulations 2002 i.e. kept in a locked cupboard and used in line with COSHH assessment a copy of which is displayed inside the locked cleaning cupboard.

A few further points are:

- All team members are trained to use and dispose of chemicals safely, including washing hands after handling and how to clean up spillages
- Personal Protective clothing and Equipment (PPE) is available and used where necessary
- Chemicals are locked away from children and are not stored above head height
- Chemicals are never mixed or decanted into unlabelled containers
- Any incidents are reported to the Manager.

## TRAINING

All members of the team are required to attend the following Health and Safety Training:

- **Level 2 Paediatric Medical First Aid.**

At least one team member is required to attend:

- **Fire Warden Training**
- **Manual Handling.**

All team handling food on a regular basis are required to obtain Food Hygiene.

Records of training undertaken by team are kept by the Manager along with planned dates for future course attendance and refresher courses as needed.





# PART G

# Food Hygiene

- Policy Statement
- Responsibilities
- Food Safety Management
- HACCP
- Training
- Policy Monitoring & Review

The Little Blue Door believes providing excellent care to children in a safe environment must be at the very heart of everything we do. The management team is committed to safety at all levels and a positive culture is encouraged.

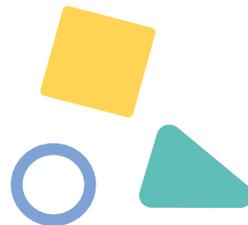
All legal responsibilities are accepted and in particular we will:

- Provide sufficient resources to ensure safety. Expert help will be used where the necessary skills are not available within our business
- Provide all necessary information, instruction, training and/or supervision
- Maintain the buildings' structure, equipment and welfare facilities
- Consult employees on safety matters which relate to their role
- Investigate all accidents and complaints relating to safety, to prevent recurrence
- Maintain records, to demonstrate 'due diligence' in relation to safety and hygiene.

**The main responsibility for ensuring the policies in this manual are carried out effectively rests with the Management Team.**

Although, safety is, of course, the responsibility of everyone in the business and all team members must play their part in making our Nursery safe.

This policy will be periodically reviewed and, if necessary, amended to reflect current working practices and procedures.



## ROLES & RESPONSIBILITIES

### COMPANY STRUCTURE

**Note:** These positions indicate the roles within the business and are not an indication of necessary teaming levels.

The **Management team** is responsible for:

- Ensuring adequate resources are made available as required to fully implement the contents of these policies
- Assessing the effectiveness of the supervisors & team
- Ensuring safety is consistently on the agenda and is communicated effectively to teams
- The policies are reviewed as and when required
- Ensuring they and their team understand, implement and follow the contents of this policy document
- Monitoring, reviewing and improving on safety performance for area and communicating any relevant findings
- Ensuring all necessary resources are made available to team members as appropriate
- Ensuring all team members attend training as required
- Allowing all team members sufficient time to complete their duties safely
- Providing & maintaining adequate welfare facilities, i.e.; drinking water, changing rooms, uniform etc
- Cooperating with any external safety audit, inspection or investigation process, i.e.; OFSTED
- Taking charge of complaints
- Ensuring high standards of housekeeping.

The **team members** are responsible for:

- Meeting the standards specified in their training
- Attending training as requested
- Following all safety procedures, including documented checks

- Maintaining high standards of personal hygiene and reporting illnesses e.g. diarrhoea, vomiting etc. to their Manager
- Raising any relevant issues with their Manager, especially those which they cannot themselves resolve.

## FOOD SAFETY MANAGEMENT

Before any system of food safety can be implemented, there are a number of basic areas that have to be in place first. These are known as food safety policies, (also referred to as pre-requisites) and for our food safety manual to work, must be at the heart of everything we do.

### ALLERGENS

Some of our children or team members may suffer from allergies to certain types of Ingredients in the food we serve. We have a legal responsibility to ensure that we serve safe food. Where someone consuming the food may have an allergic condition and we serve something which makes them ill, we are at fault. It is therefore important to ensure that all allergy requests are taken seriously. Products should be checked carefully to ensure they do not contain anything that would make the child ill. We also need to remember that allergens are present in the kitchen and so preventing cross-contamination is essential. This is especially important for nut allergy sufferers and also those with wheat and gluten allergies.

### CLEANING

At The Little Blue Door we use a company called LUNA that come in everyday to do a deep clean. They have a weekly overview cleaning procedure, which they complete and sign everyday.

Cleaning needs to be carried out regularly and thoroughly to safeguard food and protect our team and children. The purpose of cleaning is to keep food and the workplace safe; in particular to:

- Protect food from microbial contamination
- Reduce opportunities for bacterial multiplication
- Protect food from physical and chemical contamination.



To avoid attracting pests, The Little Blue Door will provide cleaning equipment and chemicals; these must be stored in marked containers and used in accordance with the manufacturer's instructions.

Simple Precautions:

- **Before cleaning make sure food is safely stored away**
- **Switch off and isolate any electrical equipment**
- **Work through the stages of cleaning in a way that does not spread dirt or contamination**
- **Use sanitiser on all hand and food contact surfaces**
- **Keep cleaning equipment in good condition**
- **Cloths, mops and buckets etc. should be cleaned soon after use and left to air dry.**

### DATING & LABELLING

Use By dates are given to products for safety reasons and it is illegal to sell food after its use by date. This means that all foods after the end of the 'use by' date shown on the label must be discarded. Even if it looks and smells fine, food after this date could put children and the team's health at risk possibly causing food poisoning. When opening food products we make sure we put a day dot label on the product, stating the day it was opened, and the expiry date and when it should be disposed of.

Best Before dates are usually used on foods that last longer, such as frozen, dried or canned foods. The food will no longer be at its best, it may begin to lose its flavour and texture and for this reason we would discard it.

The aim is to keep stock levels to a minimum to aid good stock rotation and management. A 'First in First out' (FIFO) system of storage is used. Low levels of stock are ordered and prepared and where possible food items will be fresh on a daily basis.

### FITNESS TO WORK

Anyone handling food can cause contamination, as people are a common source of pathogenic bacteria. This is especially the case when people are suffering from an illness or have a condition that is known to expose food or people to risk.

A great deal of emphasis is placed on training team in good hygiene practices and the need to notify Management of symptoms of diarrhoea, sickness and skin infection.

### MAINTAINING THE KITCHEN

The kitchen must be maintained so as to prevent contamination and enable the storage, preparation and service of safe and legal food.

The cook therefore, must ensure:

- **All equipment is adequately maintained, serviced and operated**
- **All food preparation surfaces are smooth and without cracks or joints**
- **Walls, ceilings and floors are maintained in a good state of repair to prevent contamination and facilitate cleaning**
- **Adequate lighting is provided to allow safe work and facilitate cleaning**
- **Hot water is available at all times to facilitate hand washing and cleaning.**

### PERSONAL HYGIENE

Anyone handling food can cause contamination, as people are a common source of pathogenic bacteria. Therefore, people working with food must have the highest standards of personal hygiene and personal habits to avoid contaminating food.

### CONTROLS

Protective clothing must be:

- **Changed into on arrival at work**
- **Worn at all times when handling food or in food handling areas**
- **Clean and in good condition**
- **All hair, where appropriate must be contained either tied up or in a hair net**
- **Finger nails must be kept short, clean and unvarnished (false nails are not permitted)**



- Excessive jewellery must not be worn by food handlers
- All cuts and grazes on exposed skin must be covered by a waterproof blue plaster
- Smoking, drinking, chewing and eating is not permitted whilst handling food
- Excessive perfume or aftershave must not be worn
- Food handlers must notify their Manager on duty of any relevant infectious illnesses (i.e. vomiting and/or diarrhoea)
- Food handlers should avoid touching their nose, ears, hair or mouth and coughing or sneezing over food
- Smoking is not permitted whilst in uniform.

### PEST CONTROL

Pests are attracted to food particularly where there is warmth and shelter. They can enter the Store through open windows and doors, through tiny cracks in walls or around windows and pipes. Pests are a source of pathogenic (Illness causing) bacteria and are extremely bad for our reputation. Preventing Problems Effective pest control starts in the Store by taking the following measures:

- Store food off the floor and keep it covered at all times
- Check deliveries carefully for signs of infestation
- Check stored goods regularly and rotate stock
- Maintain a clean workplace - especially food preparation areas, stores and bins
- Store external food waste in bins with securely fitted lids
- Pest proof.

### PEST EVIDENCE

Evidence of pests, i.e. hair, feathers, smear marks and gnaw marks must be reported to the Pest Control Contractor and Operations Manager.

Where evidence of pests is found, Managers must:

- Ensure the areas are thoroughly cleaned and sanitised immediately.
- Report the pest activity to the pest contractor

- Carry out a stringent system of checks every morning
- Ensure all food contact surfaces are cleaned and sanitised before any food preparation in the kitchen commences.

### TEMPERATURE CONTROL

Storage Fridge temperatures must be checked and recorded daily. High risk foods will be kept under temperature controlled conditions at all times. Cooking - All hot food served from the kitchen will achieve a core temperature of 78 degrees or higher for 30 seconds, unless otherwise specified by the Food Recipe Specs.

### WASTE & WASTE DISPOSAL

Food waste and food packaging waste (as well as other rubbish) can be a source of contamination and can also attract pests. Managers are responsible for ensuring waste is disposed of properly and should ensure:

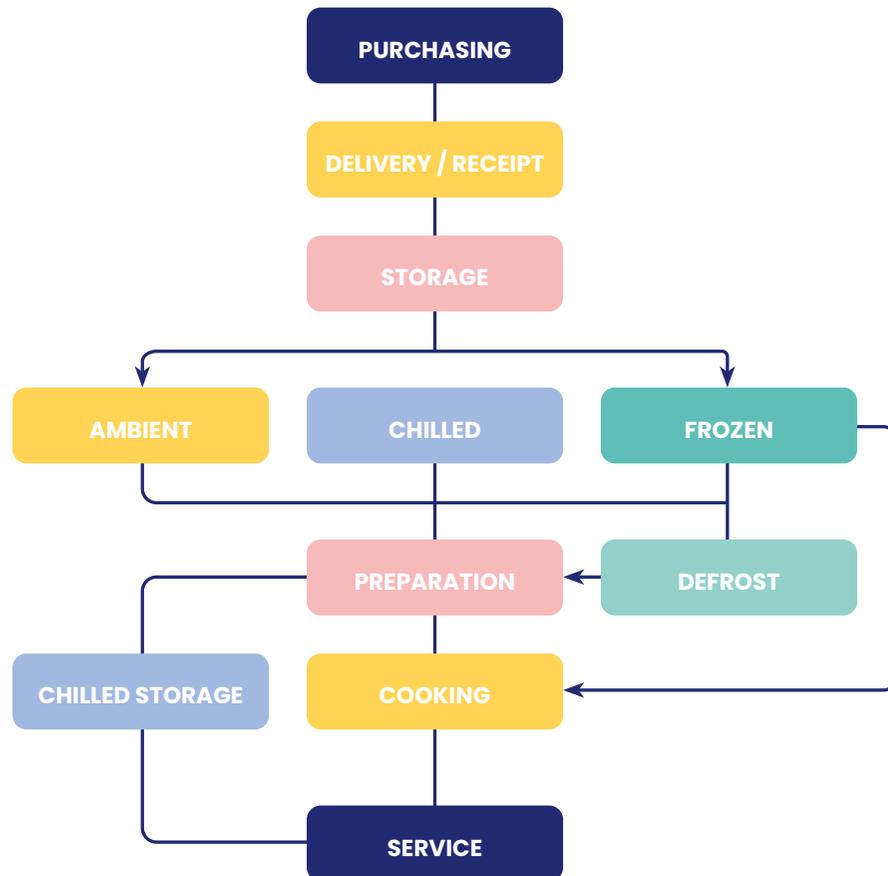
- Bins are provided near food preparation areas and that there is also a dedicated refuse area away from food storage, preparation and service
- Where applicable, recycling should be separated correctly and not contaminated with other items (ie; food waste with dry mixed recyclables)
- Bins should not be allowed to overflow
- When bins are full the bags should be tied securely and taken to the main refuse area.

Refuse Areas:

- Refuse areas must be kept clean
- The bin lid must be completely closed so pests are not attracted to the refuse area
- Monitor the bins to ensure they are emptied when full
- Bins should not be allowed to overflow and rubbish should not be stacked or placed outside the bin
- Bins should be in good repair, no cracked or broken lids and bungs must be in place.



### HACCP Flow Diagram



### PURCHASING & DELIVERY

#### HAZARDS WHAT ARE WE TRYING TO PREVENT?

- Contamination by micro-organisms
- Contamination by foreign objects or pests
- Multiplication of micro-organisms

#### CONTROLS WHAT DO WE NEED TO DO?

**Visually check packaging** for evidence of damage, foreign objects or pests.

**Check date labels** to ensure minimum usable shelf lives.

**Pack deliveries away quickly** Ensure foods are taken directly to the correct storage area and stored under the appropriate conditions.

#### WHAT IS ACCEPTABLE?

Damage to packaging must not compromise the integrity of the product. Damage by pests is not accepted.

All temperature controlled foods must be packed away within 30 minutes. Meats must be placed in refrigerated conditions immediately.

#### WHAT IF IT'S NOT RIGHT?

##### Reject delivery

Label rejected foods and send back with delivery personnel or, if not possible, then store away from usable products until removed from site.

Record product, information; batch code, date code etc.

Inform Senior Management.



## STORAGE

### HAZARDS WHAT ARE WE TRYING TO PREVENT?

- Multiplication of micro-organisms\*
- Contamination by foreign objects or pests\*
- Deterioration of goods due to poor conditions; excessive heat, cold or damp

### CONTROLS WHAT DO WE NEED TO DO?

**Check date labels** to ensure minimum usable shelf lives.

**Manage cross-contamination** Organize foods in the fridge, freezer & dry store (Raw & Allergen products).

**Protect food from contamination** Check how the food is stored.

**Take temperature checks** of any high risk foods.

### WHAT IS ACCEPTABLE?

No foods kept beyond their shelf life

Raw foods must not be stored above or next to cooked or ready-to-eat foods.

All foods covered

All foods stored off the floor

All external packaging removed

Fridges not overloaded with stock.

Food in fridges must not exceed 8°C & freezers must not exceed -18°C

### WHAT IF IT'S NOT RIGHT?

**Discard** the food if contaminated, found above the temperatures shown above or beyond it's shelf life.

**Move** the food to more appropriate storage area immediately. Any contaminated packaging should be washed down where necessary and sanitised.

## PREPARATION

### HAZARDS WHAT ARE WE TRYING TO PREVENT?

- Contamination by micro-organisms
- Contamination by foreign objects or pests
- Multiplication of micro-organisms

### CONTROLS WHAT DO WE NEED TO DO?

**Manage cross-contamination** Use separate equipment and utensils (Raw & Allergen products). Strict hand-washing and thorough cleaning to be in place.

**Keep temperature below 8°C** For any high risk foods or use within 4 hours.

### WHAT IS ACCEPTABLE?

Keep raw or allergen foods away from other foods as much as possible during preparation.

Use separate utensils.

Use separate equipment, ie; chopping boards, pans, containers etc Ensure hands are washed immediately after handling raw products.

Chilled foods must not be kept out of temperature control for more than 30 mins Meat must remain refrigerated at all times.

Damage to packaging must not compromise the integrity of the product.

### WHAT IF IT'S NOT RIGHT?

**Discard** the foods beyond their use-by date immediately and record any wastage.

Chilled food out of fridge for longer than 30 mins = **Use within 4 hours.**

Record all actions on the temperature check sheet, including what happened to the food itself.



## COOKING

### HAZARDS WHAT ARE WE TRYING TO PREVENT?

- Contamination by micro-organisms
- Cross-contamination by other foods
- Survival of micro-organisms

### CONTROLS WHAT DO WE NEED TO DO?

**Take temperature checks** of any cooked or reheated foods.

**Manage cross-contamination** Use separate equipment and utensils for before and after cooking.

Strict hand-washing.

### WHAT IS ACCEPTABLE?

All cooked foods must be served to a core temperature of at least 75°C for 30 seconds.

Keep pre-cooking and post-cooking foods away from each other during preparation.

Use separate or cleaned utensils.

Use separate or clean equipment, ie; chopping boards, pans, containers etc.

Ensure hands are washed immediately after handling raw products.

### WHAT IF IT'S NOT RIGHT?

#### **Below 78 degrees = Cook the product for longer**

Record all actions on the temperature check sheet, including what happened to the food itself.

**Move** the foods immediately and discard if contamination has occurred High risk fresh foods must be used within 4 hours or discarded Record all actions on the temperature check sheet, including what happened to the food itself.

All necessary documentation should be completed with the parent/carer – and an explanation should be given as to why the information is necessary.

- Parents/carers should be informed that they are welcome to contact the service by phone, to receive information about their child throughout the day and can visit at any time.
- Parents will also be reassured about the arrangements which are in place to contact them, if any significant issue arises regarding their child's care e.g. if a child becomes ill.

## APPENDIX BOTTLE FEEDING

- Bottle fed babies must be supervised at all times when they are feeding
- Bottles are made up freshly and only breastmilk is to be kept in the fridge
- Bottles are to be labelled individually
- Bottles should be made in accordance with the guidance provided with the formula
- Staff must wash their hands before and after preparing babies bottles
- Once bottles are cool they need to be put into the fridge until they are needed
- Bottles will never be reheated in a microwave oven
- Bottles, which need to be warmed, will be reheated in special warmers or jugs of hot water
- Practitioners need to test that the milk is not too hot before they give it to the child
- A feeding bottle will always be covered for periods when the child is being winded or is resting
- Do not give child another child's milk. If this happens, inform a senior member of team immediately and the parent when appropriate
- Any unused milk needs to be disposed of immediately. Once reheated milk can only be kept for one hour



- Unused bottles of milk are not to be kept longer than 2 hours
- Bottles should be washed in the kitchen with hot soapy water. There is a bottle-brush, which needs to be used to do this.

Parents should advise staff of when the milk was expressed to ensure milk is not stored for longer than this. Staff must label each bottle with the date and time the milk must be disposed of if not already done by the parent.

If parents wish we will keep a store of frozen breast milk on the premises for their child's use. Frozen breast milk can be stored for up to two weeks in an ice compartment as long as it has been dated before being brought to Nursery, once defrosted it needs to be used or disposed of within the 24 hour limit.



# PART H

# Early Years Pupil Premium

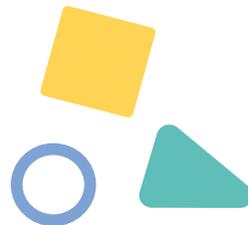
The EYPP is additional funding for 3 - 4 years old who are eligible to improve their education further.

The aim of the Early Years Pupil Premium is to close the gap between children from disadvantaged backgrounds and their peers by providing funding to early years providers to help them raise the quality of their provision.

Children who are eligible have to follow a certain criteria

## ELIGIBILITY

- ✓ Income Support
- ✓ Income-based Jobseeker's Allowance
- ✓ Income-based Employment and Support Allowance
- ✓ Support under part VI of the Immigration and Asylum Act 1999
- ✓ The guaranteed element of State Pension Credit
- ✓ Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- ✓ Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- ✓ Universal Credit
- ✓ They have been in local authority care for one day or more in England or Wales
- ✓ They have been adopted from care in England or Wales
- ✓ They have left care under a special guardianship order or residence order in England or Wales



Parents have to complete a parent declaration form when processing their funding. Once completed the information will be logged on the online portal. Once the funding is logged and they are eligible the funding will be paid automatically against their hours.

## WHAT THE LITTLE BLUE DOOR NURSERY WILL DO WITH EYPP FUNDING?

Our aim is to ensure disadvantaged children make progress through their time here at The Little Blue Door Nursery. We will spend the EYPP funding according to the children who are eligible individual needs. Potential strategies and resources are:

- Speech and language
- Sensory resources
- Physical development
- Different types of books
- IT equipment
- Audio games/Audio resources
- Enhance staff ratios



# PART I

# Local Offer

## WHAT IS THE LOCAL OFFER?

The local offer is information about education, health and care services, leisure activities and support groups in one place: it has two main purposes which are to be clear, comprehensive and accessible information about the support and opportunities that are available, to make provision more responsive to local needs and aspiration.

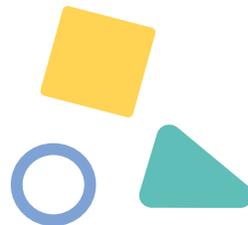
## WHY IS THE LOCAL OFFER IMPORTANT FOR THE LITTLE BLUE DOOR?

By providing the information that forms the local offer, settings and services will:

- Help communicate to parents, carers, and others who work with the organisation, how children and young people with SEND are supported
- Provide a clear 'profile' of the individual child's learning journey
- Help to prevent misunderstandings that can sometimes make working together difficult
- Co-produce the information with parents, carers and children and young people which help develop strong partnerships and increase understanding
- Be an opportunity to review processes and ways of working together.

## HOW DOES THE EARLY YEARS SETTING KNOW IF CHILDREN NEED EXTRA HELP AND WHAT SHOULD I DO IF I THINK MY CHILD MAY HAVE SPECIAL EDUCATIONAL NEEDS OR DISABILITIES?

At the Little Blue Door, we identify children with special educational needs through thorough continuous observations; we observe children interacting and playing while they are joining in everyday activities in the indoor and outdoor environment. We reflect on our observations of your child to identify where the child is in their own developmental pathway. From this, we plan ways to support your child to progress further in their learning and development across all aspects of the EYFS development matters.



Through using the EYFS development matters we make best fit judgements about whether a child is showing typical development for their age or they may be at risk of delay which will then require extra support. We have regular meetings with parents where each individual child is discussed, also where parents have the opportunity to raise any concerns they may have. Each parent has their own log in details to be able to access their child's online learning journal on tapestry.

### HOW WILL EARLY YEARS SETTING STAFF SUPPORT MY CHILD?

Every child is assigned to a key person as soon as they attend the Little Blue Door, the key person will closely work with the child, child's family, SENCO/ INCO and management to find the best-suited pathway. A range of other professionals may be involved, depending on the child's needs. Every pathway is different for every individual child. In order to help children who have special educational needs, The Little Blue Door will offer support that can develop as needed; providing increasing specialist expertise to take on the challenges a child may be experiencing. The Designated SENCO/INCO at The Little Blue Door will attend regular networking meetings to keep up to date with any changes within the early help system. Children are continuously observed and assessed and this ensures our provision is effective at The Little Blue Door.

### HOW WILL THE CURRICULUM BE MATCHED TO MY CHILD'S NEEDS?

Every child has a learning journal that tracks their progress. When extra support is needed, an individual plan (IP) is created for each child and these are bespoke and specific to the individual. An individual plan supports a child to reach their maximum potential through a collaborative and planned approach. We also share this with the child's main carers and other professionals involved with the child to make sure we help the child achieve positive outcomes.

### HOW WILL BOTH YOU AND I KNOW HOW MY CHILD IS DOING AND HOW WILL YOU HELP ME TO SUPPORT MY CHILD'S LEARNING?

We hold termly parent's evenings to review the progress and attainment that your child has made and discuss their next steps together. If you have minor concerns, The Little Blue Door team, including the designated SENCO/INCO, are available throughout the day. If you have more significant concerns, you will need to make an appointment with the appropriate member of the team to ensure they are available and have the correct information to hand. This will be held in confidential environment such as the Team Hub or the office. A day-day communication diary is used with all children under two, and is available for the over 2's too, should the parents wish to have their child's day at The Little Blue Door recorded. Parents will also have the opportunity at Parent's evenings to make any recommendations for their child's learning. Blazing stars will have a book bag where they can enjoy taking books home and sharing them with their family. We also have open evenings and events for our parents and families so that they become more involved in their child's development. For example, the option to have a Letters and Sounds evening to help parents support their children with learning new sounds in a fun way, which they can then do at home with their child if they wish.

### WHAT SUPPORT WILL THERE BE FOR MY CHILD'S OVERALL WELL BEING?

We believe at The Little Blue Door, that it is paramount to provide a safe and secure environment where children can fulfil their potential in learning. All team members work closely together and value and respect every individual child. We have robust policies and procedures in place, which are accessible to everyone who would like to view. At The Little Blue Door, we believe that a challenging, stimulating environment is essential to encourage children in all aspects of learning in the Early Years Foundation Stage (EYFS).



## WHAT SPECIALIST SERVICES OF EXPERTISE ARE AVAILABLE AT, OR ACCESSED BY THE EARLY YEARS SETTING?

The Little Blue Door works closely with the Chichester Family Centre and wider agencies. We request information and support through the West Sussex County Council – including all children. These are the following:

- SALSS – Speech and Language Support Service
- TSS – Targeted setting support
- EYPARM – Early years planning and review meeting
- Portage Service
- Think family and early help

Chichester Nursery family centre offers a wide variety of drop-in sessions for parents/guardians who need extra support.

## WHAT TRAINING HAVE THE TEAM HAD / HAVING TO HELP SUPPORT CHILDREN WITH SEND?

At The Little Blue Door the INCO/ SENCO undertakes regular SENCO networking meetings. As a team, we will undertake some Makaton training as we feel that this will be hugely beneficial to children's speech, language and communication development. As a setting, we will continuously reflect on our training subscription to gain the best possible outcomes, knowledge and care.

## HOW WILL MY CHILD BE INCLUDED IN ACTIVITIES OUTSIDE THE EARLY YEARS SETTING INCLUDING TRIPS?

The Little Blue Door is committed to providing effective learning opportunities for all children. The EYFS clearly states inclusive practice; the diversity of individuals and communities is valued and respected, no child or family is discriminated against. This is reinforced through our values to:

- Set suitable learning challenges
- Respond to children's diverse learning needs
- Overcome potential barriers to learning and assessment for individuals and groups of children.

## HOW ACCESSIBLE IS THE EARLY YEARS SETTING ENVIRONMENT?

The Little Blue Door is fully wheelchair accessible at a downstairs level. However, as it is in a house, there are stairs to the over 2's classrooms. The garden is also accessible for wheelchairs being a flat and open surface. The Nursery is bright and all internal and external furniture is at the children's level to provide them with independence. We have an extensive range of sensory resources as well as a sensory environment attached to the Johnny Jump classroom. Children can express themselves through musical instruments and sounds. There is a disabled toilet in the main entrance and spacious areas for changing facilities. For Parents/carers who have English as an additional language, we have a variety of options; communication books, verbal communication and if necessary we would get an interpreter into The Little Blue Door to support families. We use a range of visual aids to support communication such as flash cards, a 'Now' and 'Next' routine board and a 'speech and language tool box'.



## HOW WILL THE EARLY YEARS SETTING PREPARE AND SUPPORT MY CHILD TO JOIN THE EARLY YEARS SETTING, TRANSFER TO A NEW SETTING/SCHOOL?

When a child joins The Little Blue Door, the parents complete an 'All about me' form which the team will view before the child starts, so that the team can gain knowledge about the individual child. We arrange for each child to have two settling in periods before their start date, and one of these requires the parents/carers to stay to start to build up a parent partnership relationship. If a parent feels that their child needs more time to settle, we would warmly welcome this. When a child is about to move up to their next stage of learning, we write to inform the parents of the changes that will take place and the child, once again, will have settling in times allocated. To support this, the child's key person will accompany them and this is tailored to each individual child, as we know some children require more support than others. When a child moves on to a new school, we arrange a visit with the school for their new teacher to come into our setting to get to know them. We will support the children with this transition as much as possible and will help familiarise them with the school they will be moving to. When starting, parents will receive an attachment bag that will support the settling in period. This can be filled with items such as photos of family, comforter, team photos and something with a familiar scent.

## HOW WILL THE EARLY YEARS SETTING RESOURCES BE ALLOCATED AND MATCHED TO THE CHILDREN'S SPECIAL EDUCATIONAL NEEDS?

The specific allocation of resources is dictated by individual needs and the statutory requirements. The guiding principle is for all children to be able to access their learning effectively and by so doing make good progress. Effective and open communication between all team members is fundamental for the success of the children at The Little Blue Door. We have a range of resources available that cover a majority of the areas of interest.

## HOW IS THE DECISION MADE ABOUT WHAT TYPE AND HOW MUCH SUPPORT MY CHILD WILL RECEIVE?

Observation is key in order to access what support the children will need and by doing this, we can then access the type of support they will need. By everything we have discussed through our local offer we feel that this is the best possible way of supporting each individual child. We can also apply for inclusion funding which will allow for additional support e.g. enhanced ratios. Parents can apply for 2 years old funding allowance, subject to individual criteria. We can also apply for DAF (disability access fund) if your child receives a DLA (disability living allowance).

## HOW ARE PARENTS INVOLVED IN THE EARLY YEARS SETTING? HOW CAN I BE INVOLVED?

We believe at The Little Blue Door that it is vital for all parents/carers to be involved. We also have a secure online learning journal system which is working with parents/carers and team members directly and continuously. This enables parents/carers to be able to freely write comments and express any concerns they may have about their child's development. We also have a comment book where parents/carers can add any suggestions and ideas. At The Little Blue Door, we offer an extensive parent programme; this is accessible through our monthly newsletters.

## WHO CAN I CONTACT FOR FURTHER INFORMATION?

Parents/carers can contact, at any time, team members through the following contact details:

**Manager Lucy Davies**  
**Manager Charlotte Gainsborough**  
**1 Laburnum Grove, Market Avenue, Chichester, P019 7DL**  
**Telephone 01243 530650**

The Local Offer is available to view on our website, and through the Family Information Centre.



# PART J

# British Values – Prevent Duty

Fundamental British values is about teaching children a sense of self and of belonging; enabling them to learn and stay true to the values that make people good human beings. Children must learn that it is possible to live together peacefully, with each of them playing a valuable role in the multi cultural world.

**Individual Liberty** – Expressing individuality, ensuring children have the opportunity to develop their self esteem and confidence, children reflect on their differences and understand that everyone is free to have their own opinion, children can make decisions and be involved in their own learning and development.

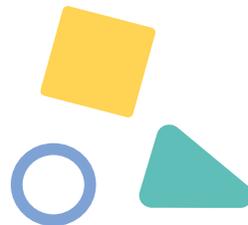
**Rule of Law** – Encourage children to follow established routines, helping children to distinguish from right to wrong, helping children to set appropriate behaviour boundaries and rules.

**Mutual respect and tolerance** – Inclusive practice, celebrating differences, teaching children to be thoughtful, empathetic, helping children to resolve conflict, encouraging kindness, engaging in wider, community, and actively using resources to demonstrate multi faith and multi culture.

**Democracy** – Turn taking, sharing and cooperation, encourage children to give opinions and share their views, allowing collaborative decision making and listen to others.

At The Little Blue Door we bring in the British values through all areas of learning. We are positive role models who promote equal opportunities and diversity to all the children. We have an extensive range of resources to reflect the British values. The team gives children a wide range of experiences that promote understanding of people, understanding and communities.

We plan a wide range of events throughout our year to support the British values such as: the people who help us, holidays, (festival of colour), a range of faiths, nationalities and religions.



## RADICALISATION

Schools have an important part to play in both educating children and young people about extremism and recognising when pupils start to become radicalised. Safeguarding children from all risks of harm is an important part of the Nursery's work and protecting them from extremism is one aspect of that.

Extremism is defined as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies with terrorist groups.

We make sure that the Nursery is a safe space for children to ask questions and tackle difficult or sensitive issues. We will ensure our team are confident about facilitating these discussions.

We ensure that we employ team members to the Nursery that are suitable and our recruitment procedures are rigorous.

Nursery staff and parents/carers must refer all concerns about children and young people who show signs of vulnerability or of radicalisation must be passed to the Key Person using the usual methods for reporting other safeguarding concerns.

When there are significant concerns about a child, the Nursery Manager will make a referral to the appropriate body.

## PREVENT DUTY

Through the British Values and Safeguarding it is our duty as Early Years Childcare Providers, to help prevent people being drawn into terrorism as stated in Section 26 of the Counter-Terrorism and Security Act 2015. It is important that we identify potential threats of extremism and report these to the right people. The Children's Learning and Well-being Audit (CLAWBA) helps to identify any issues and team members also report any concerns regarding these issues to the Designated Child Protection Person or the Nursery Manager. Any concerns will be logged on a Keeping Children Safe form. The DCPD will then contact the Multi-Agency Safeguarding Hub (MASH) and they will then support the matter and deal with it further. Team members can also contact:

- **Sussex Police Prevent Team – 101 Extension 531355**
- **Local Channel Panel Pairs – Beverly Knight - 0330 222 4223 or 07894589071**

MASH and these two teams can then help to decide whether they feel it is necessary to make a Channel Referral – this is a process of identifying and referring a person at risk of radicalisation or Early Intervention and Support.



# PART K COVID-19 Policy

This policy runs alongside our Little Blue Door 'COVID secure' Risk Assessment we have in place. Our current risk assessment is continuously reviewed and updated to keep up in line with any current guidance from the Department of Education as Public Health and Government guidelines.

## ATTENDANCE AT THE LITTLE BLUE DOOR

All team, children and parents are required to follow the Public Health guidelines at all times to ensure we are maintaining a COVID secure environment at The Little Blue Door.

This means that no child, parent or team member should attend The Little Blue Door if they have any of the COVID-19 symptoms listed below:

- A high temperature of 37.8 or above
- A new, continuous cough
- A loss or change in smell or taste.

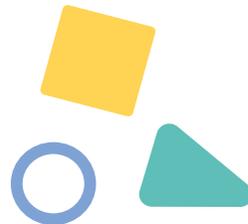
If you or any member of your household have any of these symptoms, then you are all required to book a COVID test. Test bookings are available via the gov.uk website. All family members are required to isolate for 10 days unless you receive a negative result from the COVID test. The individual must feel well enough to return and must not have had a temperature in the last 48 hours.

We require all negative test results to be sent to [knockknock@littlebluedoor.co.uk](mailto:knockknock@littlebluedoor.co.uk) prior to return to nursery.

To ensure we are doing our utmost to keep The Little Blue Door COVID secure we have requested that during the pandemic, children don't attend any other setting due to trying to mitigate the risks.

## DROP OFF AND COLLECTION

During the pandemic, to limit the amount of people accessing the premises and to keep The Little Blue Door as safe as possible we are not permitting parents into the building to drop off or collect their child.



We have set up a queuing system in our car park for parents to wait to drop off or collect their child. We require all parents/carers to wear a face mask in the queue and to adhere to social distancing throughout.

To ensure we are providing the best care we can to the children, we have allocated set times for drop offs and collections to ensure that we have a team member available to greet the children and bring them to you at the end of their sessions.

- **Early Blue Door's Drop Off – Between 7.30 and 7.45am**
- **AM Drop Off – Between 8.00 and 8.30am**
- **PM Drop Off – Between 1.00pm and 1.15 pm**
- **Morning Session Collection – Between 12.45pm and 1.00pm**
- **4pm Collection – Between 3.30pm and 4pm**
- **Evening Collection – Any time between 4.30pm and 6pm (We ask parents to use the designated phone numbers for Under and Over 2's during this time when they arrive to collect.**

**UNDER 2's Mobile – 07985 726964**

**OVER 2's Mobile – 07985 727894**

## VISITORS TO THE NURSERY

During the pandemic we are suspending any outside visitors from entering The Little Blue Door to maintain a safe environment. Therefore, no viewings will take place for prospective parents. Instead we are more than happy to book a telephone call to discuss any queries and provide more information about The Little Blue Door. Prospective parents can also visit our website and social media platforms to see more of what happens behind The Little Blue Door whilst viewings are suspended.

Where possible we will ensure that maintenance works that need to be carried out are done so out of hours.

## SETTLING IN SESSIONS

As we are unable to permit outside visitors in to The Little Blue Door, settling in sessions will only take place with the child attending. The parents will use the allocated outside queuing system to drop their child off. We understand and recognise the importance of parent/carer partnerships and therefore will arrange a telephone call to discuss and complete our settling in check list form. We will also be happy to discuss any questions or queries our new parents may have during this call.

## TEMPERATURE CHECKS AND MONITORING SYMPTOMS

Before children attend nursery, we require all parents/carers to check their child's temperature and to ensure that their child doesn't display any COVID-19 symptoms.

On arrival, a team member will take the children into their classroom, after they have been in for 20 minutes, we will take the child's temperature and record this.

During the course of the day we will not take temperatures of children unless we suspect that they are unwell or show any symptoms of COVID-19. If a child does develop a temperature of over 37.8, we will use an in-ear thermometer to double check this. A team member would then administer Calpol. For a high temperature or any other COVID symptoms that a child may develop at nursery, a team member would be required to put on appropriate PPE (gloves, aprons and face covering) and isolate away from the other children and team with that child until they are collected. A parent will be informed immediately and will be expected to collect as soon as possible.

We require all team members, children or parents who develop symptoms to try and arrange a COVID test or complete the required isolation period. All other household members would also need to isolate until the individual's test result comes back as negative.



## HYGIENE AND SAFETY PROCEDURES

It is essential to ensure that we are following good hygiene and cleaning routines to reduce the transmission of the virus. We will also maintain good ventilation by ensuring windows are open where possible whilst still maintaining a sufficient room temperature for the children

### CLEANING

The Little Blue Door have put in place an enhanced cleaning procedure to ensure that all communal areas are regularly cleaned throughout the day. In every classroom, toys are being regularly sterilised and cleaned between use. We have limited soft furnishings and ensuring these are washed regularly and not shared between rooms.

Resources may be shared between rooms but must be cleaned thoroughly before and afterwards. The garden toys are all cleaned between use of each classroom too.

We are also ensuring that we are maintaining high levels of good hygiene by regularly washing hands. All team members and children will wash their hands, on entry to the nursery. Team are required to sanitise their hands before entering any classroom.

### CLOTHING

All team members are required to wear clean uniform every day and children are required to be in clean clothes every day. Comforters are allowed in, but we ask that these are washed regularly too.

Parents still need to provide a bag with change of clothes in and appropriate clothing for the weather every day.

## SOCIAL DISTANCING

As we know it is very difficult to ask children to adhere to social distancing and the child's wellbeing is still paramount. We know that the current pandemic has affected both children and adults and therefore we want to maintain a safe environment for the children which still allows for the children to get the care, cuddles and love that they need to thrive.

Free flow play will be suspended, and children will be in their individual class 'bubbles'. This will ensure that the children are mixing with the same children throughout the week.

Parents/carers and team members need to follow all Public Health Guidelines and adhere to these at all times. They are also required to keep up to date with any COVID-19 updates that are emailed from The Little Blue Door as well as the current risk assessment and flowcharts and any amendments that are made.









**The Little Blue Door** 1, Laburnum Grove | Chichester | West Sussex | PO19 7DL  
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